

# BOARD OF SUPERVISORS

## Brown County

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### PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair  
Dave Kaster, Vice Chair  
Dave Landwehr, Norbert Dantine, Tom Sieber

### PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

**Monday, April 27, 2015**

**Approx. 5:45 p.m. (or to follow Land Con)  
Annual Town Advisory Meeting to Follow PD&T  
Howard Public Works Department  
2198 Glendale Avenue - Howard**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON  
ANY ITEMS LISTED ON THE AGENDA**

### **\*\*NOTE TIME AND LOCATION\*\***

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of March 23, 2015.

1. Review minutes of: None.

### Comments from the Public

### Communications

2. Communication from Supervisor Robinson re: As part of the Class & Comp referral have each committee hold a discussion on the philosophy of how this comp plan would be implemented; *referred from April County Board.*
- 2a. Resolution re: Brown County Classification Salary Range; *referred from April County Board.*
3. Communication from Supervisor Zima re: Request that Human Services Department provide each standing committee statistical information as to what the county employee turnover rate is by department and the corresponding reason for turnover; *referred from April County Board.*

### UW-Extension

4. Budget Status Financial Report, February and March, 2015.
5. Departmental Opening Summary.
6. Budget Adjustment Request (15-28): Any increase in expenses with an offsetting increase in revenue.
7. Budget Adjustment Request (15-29): Any increase in expenses with an offsetting increase in revenue.
8. Resolution re: Change in Table of Organization for U.W. Extension Workforce Development Agriculture Student Intern.

9. Resolution re: Change in Table of Organization for U.W. Extension Community Garden Coordinator.
10. Director's Report.

### **Planning and Land Services**

#### **Land Information** – No agenda items.

#### **Planning Commission**

11. Budget Status Financial Report, January and February, 2015.
12. Update re: Northeastern Wisconsin Region Community Development Block Grant (CDBG) – Housing Program.
13. Update re: Development of the Brown County Farm property – *standing item*.

#### **Property Listing**

14. Budget Status Financial Report, January and February, 2015.

#### **Zoning**

15. Budget Status Financial Report, January and February, 2015.

#### **Port & Resource Recovery**

16. Port Budget Status Financial Report, March, 2015.
17. Resource Recovery Budget Status Financial Report, March, 2015.
18. Director's Report.

#### **Register of Deeds**

19. Budget Status Financial Report, December, 2014 (unaudited), February and March, 2015.
20. Departmental Openings Summary.
21. Annual Report.

#### **Airport**

22. Budget Status Financial Report, March, 2015.
23. Departmental Openings Summary.
24. Director's Report.

#### **Public Works**

25. Summary of Operations.
26. Director's Report.

#### **Other**

27. Audit of bills.
28. Such other matters as authorized by law.
29. Adjourn.

Bernie Erickson, Chair

#### Attachments

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY  
PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Planning, Development & Transportation Committee** was held on Monday, March 23, 2015 in Room 161, UW Extension, 1150 Bellevue Street, Green Bay, WI

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**Present:** Chair Bernie Erickson; Supervisors: Norbert Dantine, Dave Kaster, Tom Sieber, And Dave Landwehr

**Also Present:**

Tom Miller (Airport Director)	Tony Elfe (Public Works – Operations Manager)
Paul VanNoie (Public Works Director)	Troy Streckenbach (County Executive)
Paul Fontecchio (Public Works – Engineering Manager)	Chad Weininger (Director of Administration)
Brandy Younger (Public Works - Business Manager)	Judy Knudsen (UW-Extension)
	Dean Haen (Port Director)
	And other interested parties.

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**I. Call Meeting to Order.**

Meeting was called to order by Supervisor Bernie Erickson at 6:25pm

**II. Approve/Modify Agenda.**

**Motion made by Supervisor Dantine, Seconded by Supervisor Landwehr to modify the agenda to delete agenda item 25. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**Motion made by Supervisor Dantine, Seconded by Supervisor Landwehr to approve the agenda as modified. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**III. Approve/Modify Minutes of February 23, 2015.**

**Motion made by Supervisor Sieber, Seconded by Supervisor Kaster to approve. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**IV. Approve/Modify Minutes of March 18, 2015 Special Meeting.**

**Motion made by Supervisor Dantine, Seconded by Supervisor Landwehr to approve. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**1. Review minutes of:**

- a. **Planning Commission Board of Directors (January 7, 2015).**

**Motion made by Supervisor Landwehr, Seconded by Supervisor Sieber to Receive and Place on File. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**Comments from the Public**

**Communications**

2. **Communication from Supervisor Hoyer re: Assessment of outdoor coal piles on the western shore of the Fox River as a health risk and a source of airborne pollutants, as well as proposals for remediation and elimination of the health consequences on our citizenry.**

Supervisor Hoyer presented. His goal here is to respond to a number of concerns by constituents. It is an issue that has come and gone, but it's come back. The issue he is bringing forth has to do with the physical manifestations of the coal piles on his constituents homes. The wording is skewed towards the human services committee, but he wanted to bring it to this committee as well. He wants to know if there is any long term plans from the port to address the issue.

Supervisor Dantine said that he believes that the coal piles are watered all year. He said he sees them being watered all the time. He mentioned that Georgia-Pacific installed a natural gas burner to reduce their coal piles.

Supervisor Hoyer said that he wants to explore the idea of moving the piles to a less populated area. Supervisor Erickson asked where that would be. Supervisor Hoyer did not have an answer. Supervisor Erickson says he's heard these complaints in the past and asked how many complaints Supervisor Hoyer has gotten. Supervisor Hoyer said about half a dozen (6).

Supervisor Landwehr asked Supervisor Hoyer to clarify if this is a nuisance issue or a true health concern. He continued that the coal piles generate a lot of jobs and economic dollars for the community and we have to balance that with constituent concerns. Supervisor Hoyer asked the committee to hold the issue for 60 days for him to get more information to see if there are health issues. If it turns out that this is a non-starter, then he will withdraw the communication. Supervisor Sieber expressed support for a motion if made.

Supervisor Kaster said that the coal is used where it is delivered and it doesn't seem practical to move it away and then move it back. He added that like Supervisor Dantine, he sees the crews watering down the coal all the time. Supervisor Hoyer responded that he was aware that the coal piles have been there for 100 years, but that we also know more now than we knew then. Supervisor Kaster said that he knows area companies are trying to get away from coal and what not.

**Motion made by Supervisor Sieber, Seconded by Supervisor Dantine to open the floor and allow the public to speak. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

Ron Antonneau (Wisconsin Public Service – Government Affairs) has said that he had nothing to really add. The coal usage is down significantly. The Harbor Commission over the years has looked at moving C. Reiss to the mouth of the river and the cost was between \$22-\$54 million to move and redevelop the area. The federal and state governments were not interested in providing any funding for relocating the piles.

Supervisor Erickson asked about Old Fort Howard move to gas, he wanted to confirm that that will reduce coal by 25%. Antonneau said Mike Kawleski from Georgia-Pacific was in attendance to answer those types of questions. Supervisor Erickson said that WPS is moving away from coal, and that piles are shrinking. Antonneau confirmed Supervisor Erickson's statement.

Bill Meindl, 125 West Mission Rd, (Green Bay Development News) asked Supervisor Hoyer if the coal piles in question belonged to C. Reiss Coal Company or all the coal using companies along the west bank of the river. Supervisor Hoyer said that the C. Reiss Coal piles are the piles that are affecting his constituents, but it does raise a broader issue about air quality in the brown county area.

Mike Kawleski (Georgia-Pacific Public Affairs) said that the natural gas boiler was a part of a large \$80 million dollar sustainability investment. They also built an electrical substation which affords them an opportunity to buy more power from WPS. Kawleski felt that with all the additions, the company estimates their emissions to decrease by 70% and a reduction in coal of about 40%. He added that those numbers will continue to decrease and he emphasized that they want to be a good neighbor to the Green Bay area.

Supervisor Kaster asked if Georgia-Pacific had considered burning hog fuel or wood chips. Kawleski said no. Supervisor asked how often they receive a coal delivery. Dean Haen (Port Master) responded that they receive 20-24 deliveries per year.

Supervisor Kaster had conversation with Haen about dredging in the port area and the sizes ships the port could accommodate. Supervisor Kaster believed they couldn't fit 1000 foot ships. Haen said they can take a 1000 foot ship, but not fully loaded, so it's not economical to use a ship that size. Supervisor Kaster asked if a 1000 foot ship could clear the Tower Drive Bridge (*aka Leo Frigo Bridge*). Haen said it could be done, but would need to be done at an angle. Supervisor Kaster asked if the port dredges that far to accommodate a ship that size. Haen said that the full channel is maintained. Supervisor Kaster asked if large ships stopped coming could the stop dredging that much. Haen said that if Georgia-Pacific no longer had the large vessels coming in it is reasonable to guess that it could be decommissioned. Supervisor Kaster said that when he was working the docks, he said that he was told a 1000 ft ship could not clear the bridge. Haen said that in the high waters of the 1980's it's possible that that was the case.

**Motion made by Supervisor Sieber, Seconded by Supervisor Dantine to return to regular order.  
Vote Taken. MOTION CARRIED UNANIMOUSLY.**

Supervisor Sieber made a comment that the Human Services committee and Health Board should take a first look at the coal issue and then with their input, Supervisor Hoyer could bring it back to PD&T committee.

Supervisor Kaster asked when the City of Green Bay was pushing the issue. Haen said it was when Congressman Green was in office.

**Motion made by Supervisor Dantine, Seconded by Supervisor Kaster to hold for two meetings.  
Vote Taken. MOTION CARRIED UNANIMOUSLY.**

#### **Date Change**

3. **Discussion regarding change of date for regular May, 2015 Planning, Development and Transportation meeting as this meeting falls on Memorial Day.**

The committee had a discussion on what date would work best. They decided to either have it on June 1<sup>st</sup> or cancel it altogether. The committee will ask reporting agencies if they will need action done for the May meeting at the April meeting, and if not, will cancel it.

*No Action Taken*

#### **Register of Deeds**

4. **Budget Status Financial Report, December, 2014 (unaudited).**

**Motion made by Supervisor Sieber, Seconded by Supervisor Kaster to Receive and Place on File.  
Vote Taken. MOTION CARRIED UNANIMOUSLY.**

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**Planning and Land Services**

**Land Information** – No agenda items.

**Planning Commission**

5. **Budget Status Financial Report, December, 2014 (unaudited).**

**Motion made by Supervisor Kaster, Seconded by Supervisor Dantine to suspend the rules and take agenda items 5-8 together. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**Motion made by Supervisor Kaster, Seconded by Supervisor Dantine to Receive and Place on File. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

6. **Update re: Development of the Brown County Farm property – *standing item*.**

**Property Listing**

7. **Budget Status Financial Report, December, 2014 (unaudited).**

**Zoning**

8. **Budget Status Financial Report, December, 2014 (unaudited).**

**Port & Resource Recovery**

9. **HHW Out-of-County Memorandum of Understandings – Request for Approval.**  
a. **Winnebago County**  
b. **Outagamie County**  
c. **Calumet County**

Dean Haen presented. He wanted to bring these to the committee as they do a review of all their MOU's and contracts. This review hasn't been done for 6-8 years, so they are making sure the costs are being accurately applied. These MOU's do not have to go to the county board for approval, they are handled administratively. Haen also wants to do something similar for Shawano, Kewaunee, and HHW. The committee will probably also see some action with NEW Waters and the Oneida tribe, but those will probably have to go up through county board.

Supervisor Sieber had question about disposals and that they are being properly monitored so the county isn't caught on the hook for improper dumping of things such as light bulbs. Haen said they are paying for the cost of disposing their material. In the event that Brown County is come after for improper dumping, they can make another entity a party to the complaint. That is why they have these agreements. Brown County has 60% and the other 4 counties have 10% each. Supervisor Sieber would like to see clear language about the burden being shared in the MOU's. Haen offered to have the MOU's reviewed again by Corporation Counsel.

Supervisor Sieber asked if we are billing out, so we have records and the rates being used in regards to how much people are dropping off. He recalled that there had been bad record keeping in the past. If we are managing other counties waste, Brown County should have a pretty good inventory of who is dropping off what. Supervisor Sieber felt that we should also be doing background checks on these outlets.

Supervisor Landwehr asked how long records are kept; is it just the seven years for tax purposes or longer. Haen said they keep hazardous waste and some landfill records are kept forever. Bills are kept for the seven years, but they have disposal logs from the 1970's

**Motion made by Supervisor Dantine, Seconded by Supervisor Landwehr to approve Memorandum of Understandings with Winnebago, Outagamie, and Calumet Counties. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**10. Director's Report.**

As part of the report, Haen included the compactor and building expansion schedule. They are currently in line with the schedule. They will be awarding the bid the first week of April.

In regards to Renard Island, they continue to work on a permanent easement. They hope to have something forthcoming. They have responded to Corps on the lakebed grant saying that they believe they don't need the lakebed grant and that the Chapter 30 permit meets the legal obligations. The department is still waiting on the Corps reply.

In regards to dredging in the port area, they continue to work with their internal operators on dredging and capping. They did receive a letter from the EPA, DNR, and NCR and saying too bad too late. The Port said in 2009 that they were not in support of capping in the port harbor area, and they mentioned it again this year. The agencies responded that they had already approved a remedy in 2009 that includes capping.

Supervisor Kaster commented that it probably had to do with funding. Haen responded that it is an expensive process and agreed that funds and cost are probably a factor. Haen still believes that there should be no capping at all as it could impede future expansion and development of the port. He strongly doesn't want to prohibit development.

Haen invited the committee members to a port symposium on April 17th. The Cleanup Project reps will present to the shippers, vessel operators and other users to the port area how they are going to coordinate vessels using the port. The port and aforementioned parties are really interested in how the Cleanup Project plans to have no negative impact on how they do things. Haen feels they will be challenged when they get in the port area.

Haen went on to discuss other items such as the Landfill Resource Recovery Project. He's hoping it will be complete in April. They have one more memo to do through the Solid Waste Board. They are looking at secondary opportunities on how they can use their Section 18 piece of property.

Recycling markets with the reduced prices have reduced the value of the county's goods. The county has paid municipalities \$5-\$15 per ton for the last five years, but they have just taken them down to 0. The markets are crashing significantly.

On the Solid Waste agreement side, the City of Green Bay has signed an agreement for five years. Haen is happy. It has been signed.

Fox River Fiber has issued a claim against the county for the alternative daily cover material into the landfill. The DNR has set a limit on the amount of cover they can take in. The limit is set at 12.5% of the municipal solid waste. The current waste is 600,000 tons, so the county can take in about 52,000 tons of alternative daily cover. Fox River Fiber has an agreement with the county that says the county has to take 70,000 tons. They can't even take it as garbage because the contract states they have to take it as alternative daily cover. The county is stuck between the company and the state.

Last item is daylight restrictions on the port. The coastguard has communicated with the western pilots. The western pilots have daylight restrictions meaning they can only travel in daylight. The ships are built

to travel day and night, but the pilots for an unknown reason won't travel at night. The county will be able to get those restrictions lifted. It does affect port business. If a tanker comes in the evening, and can't get into port before the sunsets, the company has to pay an extra eight hours of pay at \$25/hr to just sit there.

Supervisor Kaster asked where the pilots are from. Haen responded that they are a formalized monopoly of the federal government. The federal government mandates that all foreign vessels must have a pilot on board.

**Motion made by Supervisor Landwehr, Seconded by Supervisor Dantine to Receive and Place on File. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**Airport**

**11. Recommendation and Approval of RFP re: Parking Access and Revenue Control System Parking Lot, Project 1940.**

Tom Miller (Airport Director) reporting. This was a budgeted item they included for 2015. They have old equipment that will no longer be compliant come October. This is a good time to update the equipment.

**Motion made by Supervisor Dantine, Seconded by Supervisor Sieber to approve. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**12. Budget Status Financial Report, December, 2014 (unaudited).**

Miller said the yearend numbers came in pretty well. Projections met their budget mark except for the capital contributions due to the late start on the customs facility. The airport came in under budget by about \$750,000, and deficits have been cut by about \$2 million. Yearend passenger traffic was up 2.2% in 2014 and is up 8% for the first two months of 2015.

**Motion made by Supervisor Sieber, Seconded by Supervisor Dantine to Receive and Place on File. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**13. 2014 Annual Report.**

Supervisor Erickson found it to be good. Miller appreciated the kind words and said they have put it together for the last few years. Miller highlighted various items in the report contained in the committee member's agenda packet.

- International Terminals should be ready by July.
- They will work to expand destinations.
- Tri-annual emergency disaster exercise. Had good feedback on airport readiness.
- Media coverage was good in 2014. The value of the coverage exceeded \$750,000

They have challenges for sustainability, but they are moving in the right direction. The day of the meeting they had a conference call with the all the airlines and made progress towards three year agreements with service providers.

There are competitive pressures due to Pilot shortages and retirements. The Vietnam Veteran airline pilots are heading into retirement and there are not a lot of pilots to move up from regional carriers. Miller felt that smaller communities may see commercial access disappear entirely.

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In 2015, Miller said they will continue to work on development. They are attempting to get into the certified site program.

Supervisor Landwehr said that from a marketing initiative perspective maybe the airport should not use the acronym "ASIA" or better clarify so it's not confusing.

Supervisor Kaster asked about small airports losing service. Miller felt that, in his own opinion, its places that have two flights a day on small turbo prop planes that fall under Essential Air Service. The limited number of pilots and flights may force that to happen.

**Motion made by Supervisor Sieber, Seconded by Supervisor Dantine to Receive and Place on File. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**14. Departmental Openings Summary.**

Miller said they currently have two opens: A buildings and grounds maintenance worker and the assistant director moved to Rochester to become their Airport Director.

They are in the process of doing some reorganization to make sure they are hiring the right people. They are thinking about outsourcing the buildings and grounds position.

**Motion made by Supervisor Sieber, Seconded by Supervisor Kaster to Receive and Place on File. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**15. Overtime Report in Excess of 12 Hours (to be distributed at meeting).**

Handout provided, see attached copy.

**Motion made by Supervisor Dantine, Seconded by Supervisor Sieber to Receive and Place on File. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**16. Director's Report.**

Miller had just a couple of things. The TSA is going to pilot a program called "TSA Pre-Check" at the airport. A person can complete a pre-background check and if approved they can expedite their time through security. This will help increase the frequent fliers. They will do a 2-4 week test to determine how the process works. It's a positive thing for the airport. Miller has been asking TSA for it.

Miller went on to say they have a lot of preliminary activity. A firm asked if they could build a hanger and own fueling system. It would be a very healthy project for the airport and it would result in additional revenue. Also, a fixed base operator has asked to expand two of their hangers. Several more corporations in town are looking to store their company planes.

Supervisor Dantine asked about international flights. Miller explained that when an international plane lands it goes to one of the FBO to clear them. Customs is getting their own facility, so a plane would have to go there first.

**Motion made by Supervisor Landwehr, Seconded by Supervisor Dantine to Receive and Place on File. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**Public Works**

**17. Budget Adjustment Request (15-13): Reallocation between two or more departments, regardless of amount.**

Paul VanNoie (Public Works Director) presented. The report is the final wrap up of the mental health center. They are asking for budget transfer from the highway department as they were over budget on the mental health center. Revenues didn't come in as projected they were short by about \$60,000. Equipment rental was higher than anticipated of about \$75,000. The fiscal impact should reflect \$119,000.

Supervisor Landwehr asked about working in downtime rather than paying overtime for employees to complete work that is less priority. VanNoie replied that that was the theory at the beginning but it didn't work out that way.

Supervisor Landwehr had a second question about conflicting figures in the budget adjustment. He said that the numbers didn't add up to the amount being requested. Brandy Younger (Public Works-Business Manager) said that the budget adjustment form stated that the numbers Supervisor Landwehr was referencing weren't included in the adjustment.

Supervisor Sieber said he appreciated people staying on the timeline. Supervisor Kaster said it is a good thing it is out of the way. Supervisor Erickson said the revenues are related to resource recovery paying nothing.

**Motion made by Supervisor Sieber, Seconded by Supervisor Kaster to approve. Vote Taken.  
MOTION CARRIED UNANIMOUSLY.**

**18. Summary of Operations.**

VanNoie said the Highway department was ahead of budget for the first two months. They did not have a lot of revenue from snow removal, but they did from the state. They have a \$525,000 variance that he anticipates will disappear.

On the facilities side they were just \$485 off of budget.

**Motion made by Supervisor Dantine, Seconded by Supervisor Kaster to Receive and Place on File. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**19. Set Time for April Towns Meeting.  
*No Action Taken***

**20. Director's Report.**

VanNoie said there was nothing serious in the report. He reviewed projects that were listed in the Agenda Packet. Supervisor Kaster asked how they were going to do County R since it was double concrete. Paul Fontecchio said they will do it one lane at a time and that it will be uneven lanes. He mentioned that they will be able to keep it open to traffic, but there may be some long flag times.

Supervisor Landwehr asked if the pipes had been replaced. Fontecchio said that the process has been started. Supervisor Kaster asked if the state was helping to pay. Fontecchio said no; that it was the county's road.

Supervisor Landwehr asked about the logged hours for the asphalt plant during the winter as the plant shouldn't be operating. Tony Elfe responded that they had some work done during the winter. VanNoie said that they would be starting the plant in the next couple weeks. Supervisor Landwehr asked if they had the projects to support the startup as he recalled that it wasn't a cheap process to start up the machines. Elfe said that they have projects lined up from April – October.

**Motion made by Supervisor Sieber, Seconded by Supervisor Landwehr to Receive and Place on File. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**UW-Extension**

**21. Budget Status Financial Report, December, 2014 (unaudited).**

Judy Knudsen presented. She said that the extension was right on target. They ended in the black.

**Motion made by Supervisor Dantine, Seconded by Supervisor Sieber to Receive and Place on File. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**22. Departmental Openings Summary.**

Knudsen indicated that they have a number of summer LTE positions. Those will get filled soon. They have interviews starting March 30.

**Motion made by Supervisor Sieber, Seconded by Supervisor Landwehr to Receive and Place on File. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**23. Resolution re: Change in Table of Organization for U.W. Extension – Agriculture Student Assistant LTE.**

Supervisor Erickson made mention to this position discussion during the Land Conservation committee meeting. Knudsen said the Professional Nutrient Applicators Association of Wisconsin has provided some funding to hire a student to work on a number of projects. A big project will be focused on outreach and education.

**Motion made by Supervisor Dantine, Seconded by Supervisor Sieber to approve. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

**24. Director's Report.**

Knudsen said she had a few things to report. "Breakfast on the Farm" is May 31<sup>st</sup> this year. The family hosting said they wanted to have it prior to June so it will be the first breakfast in the state. They will have bus people in this year. There is a real tight setup.

They are having Clover Shuffle Run/Walk along the East River Trail and Bellevue Street. The event will be Saturday the 18<sup>th</sup> of July. This will be a revenue generator. They are hoping for several hundred people.

They have programs scheduled with both the library and the Neville Museum in an attempt to build stronger relations with those organizations. Knudsen went on to highlight a number of other events being sponsored or conducted by the UW-Extension.

Knudsen mentioned that they are receiving lots of horticulture questions.

The UW-Extension received money from a grant and will be creating training videos to help dairy farmers with Latino employees. They have also done training for mid-level managers. They are also teaching farmers some key Spanish phrases.

Supervisor Sieber asked if Angela Pierce from the Bay Lake Planning Commission contacted the extension about grant money they recently received. Knudsen said no, but that Pierce may have talked to BJ. Supervisor Sieber said there might be an opportunity there.

Supervisor Erickson asked if the extension is multicultural and if the calls they have been receiving are in need of a multicultural communicator. The Hmong is self-sufficient, but the Latino population is growing in their horticulture interest. The bulk of community gardeners are not Caucasian.

**Motion made by Supervisor Dantine, Seconded by Supervisor Kaster to Receive and Place on File. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

#### Resolutions

- ~~25. Resolution re: Change in Table of Organization for the Land and Water Conservation Department (Agronomist Technician).~~

*Removed as part of Agenda Modification*

26. **Initial Resolution re: Authorizing the Issuance of Not to Exceed \$7,575,000 General Obligation Corporate Purpose Bonds of Brown County, Wisconsin in One or More Series at One or More Times.**

Chad Weininger (Director of Administration) presented. It's for the projects that they are vying for. They are looking for the approval to move forward.

Supervisor Dantine asked what the county is paying off in bonds. Weininger and Streckenbach said roughly 10 million.

Supervisor Landwehr asked about County F for 2019. Fontecchio has talked to people over in Lawrence. They are waiting the whole South Bridge and interstate issue.

Supervisor Erickson asked how specifically is the committee going to approve. Weininger said he was asking the committee to approve \$5,320,000.

**Motion made by Supervisor Sieber, Seconded by Supervisor Landwehr to issue bonds in the amount of \$5,320,000. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

#### Other

27. **Audit of bills.**

**Motion made by Supervisor Dantine, Seconded by Supervisor Sieber to audit the bills. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

28. **Such other matters as authorized by law.**

29. **Adjourn.**

**Motion made by Supervisor Dantinne, Seconded by Supervisor Sieber to adjourn at 7:54 pm. Vote Taken. MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Brian B. Lueth  
Recording Secretary



**BROWN COUNTY  
BOARD OF SUPERVISORS  
COURT HOUSE  
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date:

4/15/15

Agenda No. :

Motion from the Floor

As part of the Class & Compensation ~~Committee~~ <sup>Task</sup> Committee hold a  
I make the following motion: ~~discussion~~ <sup>discussion</sup>

on the philosophy of how this compensation ~~plan~~ <sup>plan would</sup> be implemented,  
~~specifically~~ including:

- What will we do to address those salaries below the 1<sup>st</sup> quintile?
- What will we do to " " " above 5<sup>th</sup> quintile?
- What is our end goal for all positions? (for example 100% of market? 2% below or above market?)
- At what level will we bring new employees in?
- How will employees move within a salary range?

Signed:

*Daniel Roberson*

District No.:

19

April 15, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

**RESOLUTION REGARDING**  
**BROWN COUNTY CLASSIFICATION SALARY RANGE**

WHEREAS, Sections 4.45 through 4.48 of the Brown County Code provide for a classification and compensation plan for Brown County employees; and

WHEREAS, the current classification and compensation plan was implemented in 2001. In 2002, the step increases in the plan were frozen; and

WHEREAS, since the implementation of the plan, there have been differences in annual adjustments between represented positions and non-represented positions, creating compensation inequities and compression issues; and

WHEREAS, Human Resources completed a comparison of all county positions with market and/or other comparable county positions ensuring internal and external equity; and

WHEREAS, Human Resources has reviewed the job duties of all positions and placed them into specific classification specifications; and

WHEREAS, as an initial step to pay market rate, Human Resources recommends adopting the attached Brown County Classification Salary Range.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors that the attached Brown County Classification Salary Range be approved effective May 1, 2015.

BE IT FURTHER RESOLVED that the current department budget will not be affected by the adoption of this resolution.

2a

Respectfully submitted,

EXECUTIVE COMMITTEE

*FISCAL NOTE: This resolution does not require an appropriation from the General Fund. This resolution changes the County's wage compensation plan from steps to a salary range.*

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Submitted by Human Resources

Approved as to form by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL.	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast \_\_\_\_\_

Motion:      Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

2a



HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 03/31/15  
**REQUEST TO:** Executive Committee  
**MEETING DATE:** 04/06/15  
**REQUEST FROM:** Warren Kraft  
Human Resources Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Regarding Brown County Classification Salary Range

**ISSUE/BACKGROUND INFORMATION:**

An extensive study took place comparing all county positions with market and/or other comparable county positions ensuring internal and external equity. As a result of this study, all positions were placed into specific classification specifications and the Brown County Classification Salary Range was determined.

**ACTION REQUESTED:**

Approval of the Brown County Classification Salary Range as an initial step to pay market rate.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
  - a. If yes, what is the amount of the impact?
  - b. If part of a bigger project, what is the total amount of the project? \$ \_\_\_\_\_
  - c. Is it currently budgeted? ☐ Yes ☐ No
    1. If yes, in which account?
    2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

2a

**BROWN COUNTY CLASSIFICATION SALARY RANGE**  
**2015 SALARY RANGES**

**NOT FOR DISTRIBUTION - PRELIMINARY WORK PRODUCT**

Pay Grade	Job Title	Annual			Hourly		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
	<b>BENCHMARK POSITIONS</b>						
1	OPEN	\$90,125	\$112,656	\$135,187	\$43.33	\$54.16	\$64.99
2	Corporation Counsel Director of Administration Director of Human Services	\$83,816	\$104,770	\$125,724	\$40.30	\$50.37	\$60.44
3	Airport Director Chief Information Officer Director of Port and Resource Recovery Director of Public Works	\$77,949	\$97,436	\$116,923	\$37.48	\$46.84	\$56.21
4	Advanced Practice Nurse Prescriber Director of NEW Zoo and Parks Human Resources Manager Human Services Administrator	\$72,492	\$90,616	\$108,739	\$34.85	\$43.57	\$52.28
5	Court Commissioner Deputy Assistant Corporation Counsel Director of Nursing (Hospital) Director of Public Safety Communications Engineering Services Manager Finance Manager Planning Director Psychologist	\$67,418	\$84,272	\$101,127	\$32.41	\$40.52	\$48.62
6	Director of Public Health Director, Child Support Program Highway Operations Manager	\$62,699	\$78,373	\$94,048	\$30.14	\$37.68	\$45.22
7	Assistant Corporation Counsel Change Management Facilitator Chief Medical Examiner Financial Supervisor Network Architect Nursing Supervisor Public Health Supervisor Senior Civil Engineer	\$58,310	\$72,887	\$87,465	\$28.03	\$35.04	\$42.05
8	Applications Supervisor Assistant Director of Public Safety Communications Building Services Superintendent Clinical Therapist County Conservationist Emergency Management Coordinator Environmental Health & Lab Supervisor Fleet Superintendent Golf Course Superintendent Human Services Manager Museum Director Operations Manager	\$54,228	\$67,785	\$81,342	\$26.07	\$32.59	\$39.11
9	Animals Curator Civil Engineer Economic Services Support Coordinator Environmental Health Sanitarian Highway Operations Superintendent Human Services Supervisor Project Manager Public Health Nurse Register in Probate Registered Nurse Risk Specialist Senior Financial Analyst Senior Planner Veteran's Services Officer	\$50,432	\$63,040	\$75,648	\$24.25	\$30.31	\$36.37

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**BROWN COUNTY CLASSIFICATION SALARY RANGE**  
**2015 SALARY RANGES**

**NOT FOR DISTRIBUTION - PRELIMINARY WORK PRODUCT**

Pay Grade	Job Title	Annual			Hourly		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
BENCHMARK POSITIONS							
10	Benefits & Payroll Coordinator	\$46,902	\$58,627	\$70,353	\$22.55	\$28.19	\$33.82
	Business Development Analyst						
	Community Health Educator						
	Electrician (Master)						
	Financial Analyst						
	Internal Auditor						
	Operations and Maintenance Supervisor						
Purchasing Specialist							
11	Building Services Supervisor	\$43,619	\$54,523	\$65,428	\$20.97	\$26.21	\$31.46
	Child Support Supervisor						
	Clinical Lab Services Supervisor						
	Corrections Corporal						
	Economic Support Supervisor						
	Health Information Services Coordinator						
	Senior Human Resource Generalist						
	Nutritional Services Coordinator						
	Operations Supervisor						
	Planner						
	Property Lister						
Shelter Care Supervisor							
12	Chief Deputy Clerk	\$40,565	\$50,707	\$60,848	\$19.50	\$24.38	\$29.25
	Conservation Specialist						
	Education Specialist						
	Electrician (Journey)						
	Engineering Technician						
	GIS Specialist						
	Land Use Specialist						
	Maintenance Service Mechanic II						
	Medical Technologist						
	Museum Specialist						
	Programmer						
	Radio Communications Specialist						
	Recreation Therapist						
	Resource Recovery Specialist						
	Social Worker						
	Substance Abuse Counselor						
	Systems Specialist						
	Victim/Witness Coordinator						
13	Airport Operations Officer	\$37,726	\$47,157	\$56,589	\$18.14	\$22.67	\$27.21
	Correctional Officer						
	Court Reporter						
	Data Telecommunications Specialist						
	GIS & Database Analyst						
	Human Resources Generalist						
	Law Clerk						
	Maintenance Service Mechanic I						
	Mechanic						
	Media Technician						
	Network Support Specialist						
	Paralegal						
	Park Services Specialist						
	Property Listing Specialist						
	Telecommunications Operator II						
Zookeeper							
14	Administrative Assistant II	\$35,085	\$43,856	\$52,628	\$16.87	\$21.08	\$25.30
	Certified Occupational Therapist Assistant						
	Department Assistant						
	Emergency Management Specialist						
	Food Service Supervisor						
	Guest Services Coordinator						
	Heavy Equipment Operator						
	Lab Technician						
	Legal Assistant						

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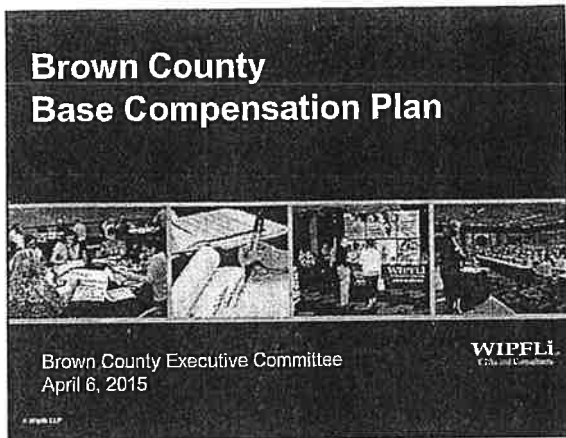
**BROWN COUNTY CLASSIFICATION SALARY RANGE**  
**2015 SALARY RANGES**

**NOT FOR DISTRIBUTION - PRELIMINARY WORK PRODUCT**

Pay Grade	Job Title	Annual			Hourly		
		Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
	<b>BENCHMARK POSITIONS</b>						
	Licensed Practical Nurse						
	Network Support Clerk						
	Payroll Specialist						
	Registered Health Information Tech (RHIT)						
	Telecommunications Operator I						
15	Child Support Specialist Operations Assistant Victim/Witness Program Assistant	\$32,629	\$40,786	\$48,944	\$15.69	\$19.61	\$23.53
16	Account Clerk Deputy Medical Examiner Economic Support Specialist Fraud Investigator Aide Maintenance Services Associate	\$30,345	\$37,931	\$45,518	\$14.59	\$18.24	\$21.88
17	Administrative Assistant I Human Services Support Specialist Youth Care Worker	\$28,221	\$35,276	\$42,331	\$13.57	\$16.96	\$20.35
18	Open	\$26,245	\$32,807	\$39,368	\$12.62	\$15.77	\$18.93
19	Certified Nursing Assistant Cook	\$24,408	\$30,510	\$36,612	\$11.73	\$14.67	\$17.60
20	Administrative Clerk Assistant Zookeeper Building Services Associate	\$22,700	\$28,375	\$34,050	\$10.91	\$13.64	\$16.37
21	OPEN	\$21,111	\$26,388	\$31,666	\$10.15	\$12.69	\$15.22
22	Bailiff Food Service Associate	\$19,633	\$24,541	\$29,449	\$9.44	\$11.80	\$14.16
23	Husbandry Assistant	\$18,259	\$22,823	\$27,388	\$8.78	\$10.97	\$13.17
24	Guest Services Associate	\$16,981	\$21,226	\$25,471	\$8.16	\$10.20	\$12.25

Minimum and maximum values are calculated +/- 20% around midpoint  
Progression between midpoints 7% .

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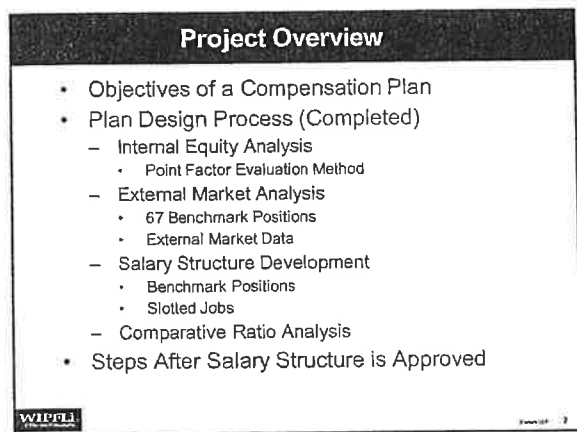
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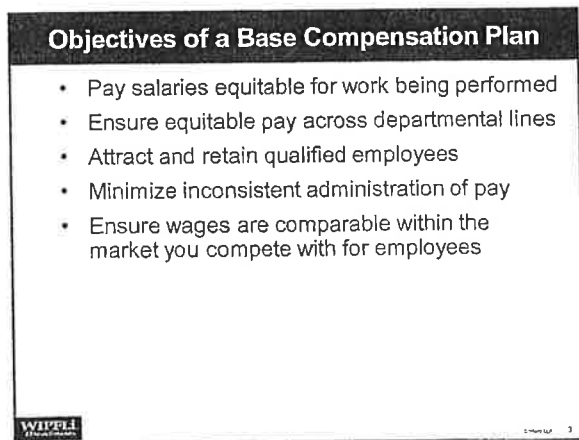
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**Process**

- Created a County Project Team (Brown County)
- Created Classification Specifications (Project Team)
- Performed an internal equity analysis (Project Team)
- Conducted an external market analysis (Wipfli)
- Designed a salary structure (Wipfli)
- Conducted a comparative ratio analysis (Wipfli)

WIPFLI

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**Created Classification Specifications (Class Specs)**

- Position Description Questionnaires submitted by departments specifying actual duties
- Like positions lumped into same Class Spec
- A point factor evaluation system was applied to each Class Spec which determined internal equity points
- Factors used:
  - Skills – education and experience
  - Responsibilities – scope/level, leadership/administrative, public/customer relations, budget impact, and complexity/impact
  - Effort – physical exertion/environmental hazards

WIPFLI

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**Internal Equity Analysis**

- Conducted an internal equity analysis to determine the relative value of each position to other positions within the County on the basis of compensable factors.
- The internal equity analysis was conducted by the County Project Team for all positions, then reviewed by Wipfli.
- The result of the analysis was a ranking of the Class Specs starting from the position with the top number of points to the position with the bottom number of points.

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## External Market Analysis

- An external market analysis determined the market value of each Class Spec by comparing it to published compensation survey data and wage data for comparable counties. (Outagamie, Winnebago and Racine)
- For each benchmark Class Spec, a midpoint was calculated using this survey and other county wage data.
- Used the functions of the Class Spec to match the survey data, not job title.



**WIPFLI**  
CPA's

## External Market Sample

WIPEFI.j

**BROWN COUNTY**  
 1999 Data annually available 10/1/2000

Performance Report - For the Period Ending									
Account	Description	Actual	Budget	Variance	Actual	Budget	Variance	Actual	Budget
1000	Salaries	1000	1000	0	1000	1000	0	1000	1000
1010	Salaries - General	1000	1000	0	1000	1000	0	1000	1000
1020	Salaries - Special	0	0	0	0	0	0	0	0
1030	Salaries - Other	0	0	0	0	0	0	0	0
1040	Salaries - Travel	0	0	0	0	0	0	0	0
1050	Salaries - Other	0	0	0	0	0	0	0	0
1060	Salaries - Other	0	0	0	0	0	0	0	0
1070	Salaries - Other	0	0	0	0	0	0	0	0
1080	Salaries - Other	0	0	0	0	0	0	0	0
1090	Salaries - Other	0	0	0	0	0	0	0	0
1100	Salaries - Other	0	0	0	0	0	0	0	0
1110	Salaries - Other	0	0	0	0	0	0	0	0
1120	Salaries - Other	0	0	0	0	0	0	0	0
1130	Salaries - Other	0	0	0	0	0	0	0	0
1140	Salaries - Other	0	0	0	0	0	0	0	0
1150	Salaries - Other	0	0	0	0	0	0	0	0
1160	Salaries - Other	0	0	0	0	0	0	0	0
1170	Salaries - Other	0	0	0	0	0	0	0	0
1180	Salaries - Other	0	0	0	0	0	0	0	0
1190	Salaries - Other	0	0	0	0	0	0	0	0
1200	Salaries - Other	0	0	0	0	0	0	0	0
1210	Salaries - Other	0	0	0	0	0	0	0	0
1220	Salaries - Other	0	0	0	0	0	0	0	0
1230	Salaries - Other	0	0	0	0	0	0	0	0
1240	Salaries - Other	0	0	0	0	0	0	0	0
1250	Salaries - Other	0	0	0	0	0	0	0	0
1260	Salaries - Other	0	0	0	0	0	0	0	0
1270	Salaries - Other	0	0	0	0	0	0	0	0
1280	Salaries - Other	0	0	0	0	0	0	0	0
1290	Salaries - Other	0	0	0	0	0	0	0	0
1300	Salaries - Other	0	0	0	0	0	0	0	0
1310	Salaries - Other	0	0	0	0	0	0	0	0
1320	Salaries - Other	0	0	0	0	0	0	0	0
1330	Salaries - Other	0	0	0	0	0	0	0	0
1340	Salaries - Other	0	0	0	0	0	0	0	0
1350	Salaries - Other	0	0	0	0	0	0	0	0
1360	Salaries - Other	0	0	0	0	0	0	0	0
1370	Salaries - Other	0	0	0	0	0	0	0	0
1380	Salaries - Other	0	0	0	0	0	0	0	0
1390	Salaries - Other	0	0	0	0	0	0	0	0
1400	Salaries - Other	0	0	0	0	0	0	0	0
1410	Salaries - Other	0	0	0	0	0	0	0	0
1420	Salaries - Other	0	0	0	0	0	0	0	0
1430	Salaries - Other	0	0	0	0	0	0	0	0
1440	Salaries - Other	0	0	0	0	0	0	0	0
1450	Salaries - Other	0	0	0	0	0	0	0	0
1460	Salaries - Other	0	0	0	0	0	0	0	0
1470	Salaries - Other	0	0	0	0	0	0	0	0

Leafy tea tree killed by girdling, showing very small red brown resin gum pockets.  
 8/29/1999, 1000m, Barro Colorado, Panama, Panama

10-10-10

1998

**WIFFLI**

## Designing the Salary Structure

- The salary structure design was created utilizing the Internal Equity Analysis and External Market Analysis.
- Typically, the External Market Analysis will be the primary consideration for the development and placement of positions within the salary structure.
- The benchmark positions were sorted and grouped by external market value with like midpoints grouped together.

**WIPFL**

Figure 1

2a

### Brown County Salary Structure

- The salary structure begins with the top paid position. Subsequent ranges are then developed on the basis of the remaining pay groups.
- Brown County has a 7% progression between midpoints of each pay grade.
- Each pay grade is 20% +/- the midpoint.
- All Class Specs were incorporated into the salary structure.
  - Benchmark positions (67 Class Specs – 969 employees)
  - Slotted positions (77 Class Specs – 309 employees)

WIPFLI

SLIDE 10

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### Brown County Salary Structure

- Preliminary salary structure reviewed to determine if the pay groups made sense within the County.
- Considered the Internal Equity Analysis and made any necessary adjustments on the basis of the relative value of the positions within the County.
  - Internal equity is considered if the value of the position internally differs from the external market or if external market data is unavailable.

WIPFLI

SLIDE 11

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### Comparative Ratio Analysis

This analysis allows the County to determine where current rates of employee pay fall in relationship to the newly established salary structure midpoints.

- Brown County's average compa-ratio is 102%. This is the average compa-ratio of all Brown County employees.
- Pay grades 1-11 had a compa-ratio of 98%
- Pay grades 12-23 had a compa-ratio of 103%

WIPFLI

SLIDE 12

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# BROWN COUNTY CLASSIFICATION SALARY RANGE

## 2015 SALARY RANGES

Pay Grade	Job Title	Minimum	Annual Midpoint	Maximum	Minimum	Hourly Midpoint	Maximum
<b>BENCHMARK POSITIONS</b>							
1	OPEN	\$90,125	\$112,656	\$135,187	\$43.33	\$54.16	\$64.99
2	Corporation Counsel Director of Administration Director of Human Services	\$83,816	\$104,770	\$125,724	\$40.30	\$50.37	\$60.44
3	Airport Director Chief Information Officer Director of Port and Resource Recovery Director of Public Works	\$77,949	\$97,436	\$116,923	\$37.48	\$46.84	\$56.21
4	Advanced Practice Nurse Prescriber Director of NEW Zoo and Parks Human Resources Manager Human Services Administrator	\$72,492	\$90,616	\$108,739	\$34.85	\$43.57	\$52.28
5	County Commissioner Deputy Assistant Corporation Counsel Director of Nursing (Hospital) Director of Public Safety Communications Engineering Services Manager Finance Manager Planning Director Psychologist	\$67,418	\$84,272	\$101,127	\$32.41	\$40.52	\$48.62
6	Director of Public Health Director, Child Support Program Highway Operations Manager	\$62,699	\$78,373	\$94,048	\$30.14	\$37.68	\$45.22
7	Assistant Corporation Counsel Change Management Facilitator Chief Medical Examiner Financial Supervisor Network Architect Nursing Supervisor Principle Planner Public Health Supervisor Senior Civil Engineer	\$58,310	\$72,887	\$87,465	\$28.03	\$35.04	\$42.05
8	Applications Supervisor Assistant Director of Public Safety Communications Building Services Superintendent Clinical Therapist County Conservationist Emergency Management Coordinator Environmental Health & Lab Supervisor Fleet Superintendent Golf Course Superintendent Human Services Manager Museum Director Operations Manager	\$54,228	\$67,785	\$81,342	\$26.07	\$32.59	\$39.11
9	Animals Curator Civil Engineer Economic Services Support Coordinator Environmental Health Sanitarian Highway Operations Superintendent Human Services Supervisor Project Manager Public Health Nurse Register in Probate Registered Nurse Risk Specialist Senior Financial Analyst Senior Planner Veteran's Services Officer	\$50,432	\$63,040	\$75,648	\$24.25	\$30.31	\$36.37

**BROWN COUNTY CLASSIFICATION SALARY RANGE**  
**2015 SALARY RANGES**

Pay Grade	Job Title	Minimum	Annual	Maximum	Hourly		
			Midpoint		Minimum	Midpoint	Maximum
	BENCHMARK POSITIONS						
10	Benefits & Payroll Coordinator Business Development Analyst Community Health Educator Electrician (Master) Financial Analyst Operations and Maintenance Supervisor Purchasing Specialist	\$46,902	\$58,627	\$70,353	\$22.55	\$28.19	\$33.82
11	Building Services Supervisor Child Support Supervisor Clinical Lab Services Supervisor Corrections Corporal Economic Support Supervisor Health Information Services Coordinator Nutritional Services Coordinator Operations Supervisor Planner Senior Human Resource Generalist Shelter Care Supervisor	\$43,619	\$54,523	\$65,428	\$20.97	\$26.21	\$31.46
12	Chief Deputy Clerk Conservation Specialist Education Specialist Electrician (Journey) Engineering Technician Maintenance Service Mechanic II Medical Technologist Museum Specialist Programmer Radio Communications Specialist Recreation Therapist Resource Recovery Specialist Social Worker Substance Abuse Counselor Systems Specialist Telecommunications Operator III Victim/Witness Coordinator	\$40,565	\$50,707	\$60,848	\$19.50	\$24.38	\$29.25
13	Airport Operations Officer Correctional Officer Court Reporter Data Telecommunications Specialist GIS & Database Analyst Human Resources Generalist Law Clerk Maintenance Service Mechanic I Mechanic Media Technician Network Support Specialist Paralegal Park Services Specialist Property Listing Specialist Telecommunications Operator II Zookeeper	\$37,726	\$47,157	\$56,589	\$18.14	\$22.67	\$27.21
14	Administrative Assistant II Certified Occupational Therapist Assistant Department Assistant Emergency Management Specialist Food Service Supervisor Guest Services Coordinator Heavy Equipment Operator Lab Technician Legal Assistant Licensed Practical Nurse Network Support Clerk Payroll Specialist Registered Health Information Tech (RHIT) Telecommunications Operator I	\$35,085	\$43,856	\$52,628	\$16.87	\$21.08	\$25.30
15	Child Support Specialist	\$32,629	\$40,786	\$48,944	\$15.69	\$19.61	\$23.53

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**BROWN COUNTY CLASSIFICATION SALARY RANGE**  
**2015 SALARY RANGES**

Pay Grade	Job Title	Minimum	Annual	Maximum	Hourly		
			Midpoint		Minimum	Midpoint	Maximum
	BENCHMARK POSITIONS						
	Operations Assistant						
	Victim/Witness Program Assistant						
16	Account Clerk	\$30,345	\$37,931	\$45,518	\$14.59	\$18.24	\$21.88
	Deputy Medical Examiner						
	Economic Support Specialist						
	Fraud Investigator Aide						
	Maintenance Services Associate						
17	Administrative Assistant I	\$28,221	\$35,276	\$42,331	\$13.57	\$16.96	\$20.35
	Human Services Support Specialist						
	Youth Care Worker						
18	Open	\$26,245	\$32,807	\$39,368	\$12.62	\$15.77	\$18.93
19	Administrative Clerk	\$24,408	\$30,510	\$36,612	\$11.73	\$14.67	\$17.60
	Certified Nursing Assistant						
	Cook						
20	Assistant Zookeeper	\$22,700	\$28,375	\$34,050	\$10.91	\$13.64	\$16.37
	Building Services Associate						
21	OPEN	\$21,111	\$26,388	\$31,666	\$10.15	\$12.69	\$15.22
22	Bailiff	\$19,633	\$24,541	\$29,449	\$9.44	\$11.80	\$14.16
	Food Service Associate						
23	Husbandry Assistant	\$18,259	\$22,823	\$27,388	\$8.78	\$10.97	\$13.17
24	Guest Services Associate	\$16,981	\$21,226	\$25,471	\$8.16	\$10.20	\$12.25

Minimum and maximum values are calculated +/- 20% around midpoint  
Progression between midpoints 7% .

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BROWN COUNTY  
2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSTIONS (2.13.2015)

*x*



**BROWN COUNTY**

## 2016 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSITIONS (2:15:2015)

Pay Range	Job Title	Dept	Min	Mid Point	Max	Compa Ratio	Comment	Impact of Financial Adjustment	Quintile
	ELINE HUIARE POSITIONS								
	Emergency Management Coordinator	Public Safety Communications	\$26.07	\$32.59	\$39.11	89%			2
	Environmental Health & Lab Supervisor	Health	\$26.07	\$32.59	\$39.11	98%			3
	Fleet Superintendent	Public Works	\$26.07	\$32.59	\$39.11				
	Golf Course Superintendent	Golf Course	\$26.07	\$32.59	\$39.11	99%			3
	Human Services Manager	Human Services	\$26.07	\$32.59	\$39.11	105%			4
	Human Services Manager	Human Services	\$26.07	\$32.59	\$39.11	104%			3
	Human Services Manager	Human Services	\$26.07	\$32.59	\$39.11	113%			4
	Human Services Manager	Human Services	\$26.07	\$32.59	\$39.11	105%			4
	Museum Director	Museum	\$26.07	\$32.59	\$39.11	105%			4
	Operations Manager	NEW Zoo & Parks	\$26.07	\$32.59	\$39.11	99%			3
	Operations Manager	Port & Resource Recovery	\$26.07	\$32.59	\$39.11	99%			3
	Operations Manager	Airport	\$26.07	\$32.59	\$39.11	104%			3
9	Animals Curator	NEW Zoo & Parks	\$24.25	\$30.31	\$36.37	84%			1
	Civil Engineer	Public Works	\$24.25	\$30.31	\$36.37	79%	below minimum	\$676	0
	Civil Engineer	Land and Water Con	\$24.25	\$30.31	\$36.37	81%			1
	Civil Engineer	Land and Water Con	\$24.25	\$30.31	\$36.37	81%			1
	Civil Engineer	Land and Water Con	\$24.25	\$30.31	\$36.37	98%			3
	Civil Engineer	Human Services	\$24.25	\$30.31	\$36.37	100%			3
	Civil Engineer	Health	\$24.25	\$30.31	\$36.37	100%			3
	Civil Engineer	Health	\$24.25	\$30.31	\$36.37	99%			3
	Civil Engineer	Health	\$24.25	\$30.31	\$36.37				
	Civil Engineer	Health	\$24.25	\$30.31	\$36.37	99%			3
	Civil Engineer	Health	\$24.25	\$30.31	\$36.37	98%			3
	Civil Engineer	Health	\$24.25	\$30.31	\$36.37	98%			3
	Civil Engineer	Health	\$24.25	\$30.31	\$36.37	107%			4
	Highway Operations Superintendent	Public Works	\$24.25	\$30.31	\$36.37	107%			4
	Highway Operations Superintendent	Public Works	\$24.25	\$30.31	\$36.37	107%			4
	Highway Operations Superintendent	Public Works	\$24.25	\$30.31	\$36.37	107%			4
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	110%			4
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37				
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	109%			4
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	110%			4
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	100%			3
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	100%			3
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	101%			3
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	101%			3
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	101%			3
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	104%			3
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37				
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37				
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	126%	at or above maximum		6
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	105%			3
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37				
	Human Services Manager	Human Services	\$24.25	\$30.31	\$36.37	102%			
	Human Services Manager	Health	\$24.25	\$30.31	\$36.37	101%			3
	Human Services Manager	Health	\$24.25	\$30.31	\$36.37	101%			3
	Human Services Manager	Health	\$24.25	\$30.31	\$36.37	101%			3
	Human Services Manager	Health	\$24.25	\$30.31	\$36.37	101%			3
	Human Services Manager	Health	\$24.25	\$30.31	\$36.37	101%			3
	Human Services Manager	Health	\$24.25	\$30.31	\$36.37	100%			3
	Human Services Manager	Health	\$24.25	\$30.31	\$36.37	100%			3
	Human Services Manager	Health	\$24.25	\$30.31	\$36.37	100%			3
	Human Services Manager	Health	\$24.25	\$30.31	\$36.37	100%			3
	Human Services Manager	Health	\$24.25	\$30.31	\$36.37	100%			3
	Human Services Manager	Health	\$24.25	\$30.31	\$36.37	100%			3
	Human Services Manager	Health	\$24.25	\$30.31	\$36.37	100%			3
	Human Services Manager	Health	\$24.25	\$30.31	\$36.37	100%			3
	Human Services Manager	Health	\$24.25	\$30.31	\$36.37	99%			3
	Human Services Manager	Health	\$24.25	\$30.31	\$36.37	100%			3
	Human Services Manager	Health	\$24.25	\$30.31	\$36.37				
	Register in Probate	Circuit Courts	\$24.25	\$30.31	\$36.37	107%			4
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	91%			2
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	99%			3
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	96%			2
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	96%			2
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	91%			2
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	85%			1
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	96%			2
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	96%			2
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	84%			1
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	85%			1
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	85%			1
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	91%			2
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	91%			2
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	88%			1
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	85%			1
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	91%			2
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37				
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	91%			2
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37				
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37				
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37				
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	84%			1
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37				
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37				
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37				
	Register in Probate	Human Services	\$24.25	\$30.31	\$36.37	85%			1



**BROWN COUNTY**

## 2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSITIONS (2.13.2015)

February 2015



Pay Range	Job Title	Dept	Min	Mid Point	Max	Compa Ratio	Comment	Impact of Financial Adjustment	Quintile
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February 2014



**BROWN COUNTY**

**2015 COMPARATIVE RATIO ANALYSIS @ 50TH PERCENTILE BENCHMARK POSITIONS (2.13.2015)**

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BROWN COUNTY

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BROWN COUNTY  
2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSTIONS (2.13.2015)

February 2015

Prepared by Wipilli LLP and County Project Team

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BROWN COUNTY  
2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSITIONS (2/13/2015)

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## BROWN COUNTY

## 2015 COMPARATIVE RATIO ANALYSIS (75th PERCENTILE BENCHMARK POSITIONS (2/13/2015))

Pay Range	Job Title	Dept	Min	Mid Point	Max	Compa Ratio*	Comment	Impact of Financial Adjustment	Quintile
	BENCHMARK POSITIONS								
14	Administrative Assistant II	Administration	\$16.87	\$21.08	\$25.30	101%			3
	Administrative Assistant II	Airport	\$16.87	\$21.08	\$25.30	110%			4
	Administrative Assistant II	Board Office	\$16.87	\$21.08	\$25.30	88%			1
	Administrative Assistant II	Child Support	\$16.87	\$21.08	\$25.30	95%			2
	Administrative Assistant II	Child Support	\$16.87	\$21.08	\$25.30	95%			2
	Administrative Assistant II	Child Support	\$16.87	\$21.08	\$25.30	89%			
	Administrative Assistant II	Human Resources	\$16.87	\$21.08	\$25.30	111%			1
	Administrative Assistant II	County Clerk	\$16.87	\$21.08	\$25.30	98%			4
	Administrative Assistant II	County Clerk	\$16.87	\$21.08	\$25.30	96%			3
	Administrative Assistant II	Executive	\$16.87	\$21.08	\$25.30	90%			2
	Administrative Assistant II	Human Services	\$16.87	\$21.08	\$25.30	96%			2
	Administrative Assistant II	Human Services	\$16.87	\$21.08	\$25.30	85%			2
	Administrative Assistant II	Human Services	\$16.87	\$21.08	\$25.30	86%			1
	Administrative Assistant II	Human Services	\$16.87	\$21.08	\$25.30	115%			5
	Administrative Assistant II	Human Services	\$16.87	\$21.08	\$25.30	80%	below minimum	\$115	0
	Administrative Assistant II	Human Services	\$16.87	\$21.08	\$25.30	89%			2
	Administrative Assistant II	Human Services	\$16.87	\$21.08	\$25.30	85%			1
	Administrative Assistant II	Human Services	\$16.87	\$21.08	\$25.30	90%			2
	Administrative Assistant II	NEW Zoo & Parks	\$16.87	\$21.08	\$25.30	80%			1
	Administrative Assistant II	Planning	\$16.87	\$21.08	\$25.30				
	Administrative Assistant II	Sheriff	\$16.87	\$21.08	\$25.30	93%			2
	Administrative Assistant II	Sheriff	\$16.87	\$21.08	\$25.30	85%			1
	Administrative Assistant II	Sheriff	\$16.87	\$21.08	\$25.30	82%			1
	Administrative Assistant II	Sheriff	\$16.87	\$21.08	\$25.30	83%			1
	Administrative Assistant II	Sheriff	\$16.87	\$21.08	\$25.30	83%			1
	Administrative Assistant II	Sheriff	\$16.87	\$21.08	\$25.30	83%			1
	Administrative Assistant II	Sheriff	\$16.87	\$21.08	\$25.30	82%			1
	Administrative Assistant II	Sheriff	\$16.87	\$21.08	\$25.30	83%			1
	Administrative Assistant II	Technology Services	\$16.87	\$21.08	\$25.30	98%			1
	Administrative Assistant II	Veterans Office	\$16.87	\$21.08	\$25.30	96%			3
	Certified Occupational Therapist Assistant	Human Services	\$16.87	\$21.08	\$25.30	88%			2
	Certified Occupational Therapist Assistant	Human Services	\$16.87	\$21.08	\$25.30	88%			1
	Certified Occupational Therapist Assistant	Human Services	\$16.87	\$21.08	\$25.30	88%			1
	Department Assistant	NEW Zoo & Parks	\$16.87	\$21.08	\$25.30	88%			1
	Department Assistant	Public Works	\$16.87	\$21.08	\$25.30	80%			1
	Department Assistant	Public Safety Communications	\$16.87	\$21.08	\$25.30	84%			1
	Department Assistant	Human Services	\$16.87	\$21.08	\$25.30	85%			1
	Department Assistant	Planning	\$16.87	\$21.08	\$25.30				
	Department Assistant	Corporation Counsel	\$16.87	\$21.08	\$25.30	96%			
	Department Assistant	Sheriff	\$16.87	\$21.08	\$25.30	105%			2
	Department Assistant	Health	\$16.87	\$21.08	\$25.30	108%			3
	Department Assistant	Airport	\$16.87	\$21.08	\$25.30	108%			4
	Emergency Management Specialist	Public Safety Communications	\$16.87	\$21.08	\$25.30	121%	at or above maximum		6
	Food Service Supervisor	Human Services	\$16.87	\$21.08	\$25.30	93%			2
	Food Services Coordinator	Human Services	\$16.87	\$21.08	\$25.30	115%			5
	Heavy Equipment Operator	NEW Zoo & Parks	\$16.87	\$21.08	\$25.30	84%			1
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	110%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	106%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator	Public Works	\$16.87	\$21.08	\$25.30	108%			4
	Heavy Equipment Operator								



**BROWN COUNTY**

BROWN COUNTY  
2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSITIONS (2.13.2015)

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**BROWN COUNTY**

**2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSTIONS (2.13.2015)**

Pay Range	Job Title	Dept	Min	Mid Point	Max	Compa Ratio'	Comment	Impact of Financial Adjustment	Quintile
	BENCHMARK POSITIONS								
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	94%			2
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	94%			2
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	94%			2
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	86%			1
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	94%			2
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30				2
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	94%			2
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	94%			2
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	86%			1
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	94%			2
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	86%			1
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	94%			2
	Licensed Practical Nurse	Human Services	\$16.87	\$21.08	\$25.30	86%			1
	Network Support Clerk	Human Services	\$16.87	\$21.08	\$25.30	94%			2
	Network Support Clerk	Technology Services	\$16.87	\$21.08	\$25.30	105%			3
	Network Support Clerk	Technology Services	\$16.87	\$21.08	\$25.30	83%			1
	Payroll Specialist	Human Resources	\$16.87	\$21.08	\$25.30	100%			3
	Payroll Specialist	Human Resources	\$16.87	\$21.08	\$25.30	90%			2
	Registered Health Information Tech (RHIT)	Human Services	\$16.87	\$21.08	\$25.30	93%			2
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1
	Telecommunications Operator I	Public Safety Communications	\$16.87	\$21.08	\$25.30	83%			1



BROWN COUNTY

2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSITIONS (2.13.2015)

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**BROWN COUNTY**  
**2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSITIONS (2.13.2015)**

Pay Range	Job Title	Dept	Min	Mid Point	Max	Compa Ratio*	Comment	Impact of Financial Adjustment	Quintile
<b>BENCHMARK POSITIONS</b>									
	Maintenance Services Associate	Port & Resource Recovery	\$14.59	\$18.24	\$21.88	96%			2
	Maintenance Services Associate	Port & Resource Recovery	\$14.59	\$18.24	\$21.88	84%			1
	Maintenance Services Associate	Port & Resource Recovery	\$14.59	\$18.24	\$21.88	84%			1
	Maintenance Services Associate	Port & Resource Recovery	\$14.59	\$18.24	\$21.88	92%			2
	Maintenance Services Associate	Port & Resource Recovery	\$14.59	\$18.24	\$21.88	92%			2
	Maintenance Services Associate	Port & Resource Recovery	\$14.59	\$18.24	\$21.88	84%			1
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88	100%			3
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88	100%			3
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88	100%			3
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88	100%			3
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88	100%			3
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88	96%			2
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88	96%			2
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88	97%			3
	Maintenance Services Associate	Public Works	\$14.59	\$18.24	\$21.88				
	Fraud Investigator Aide	Human Services	\$14.59	\$18.24	\$21.88	99%			3
	Fraud Investigator Aide	Human Services	\$14.59	\$18.24	\$21.88	105%			3
		Human Services	\$14.59	\$18.24	\$21.88	107%			4
17	Administrative Assistant	Administration	\$13.57	\$16.96	\$20.35	106%			4
	Administrative Assistant	Airport	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant	Board Office	\$13.57	\$16.96	\$20.35	91%			2
	Administrative Assistant	Child Support	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant	Child Support	\$13.57	\$16.96	\$20.35	96%			2
	Administrative Assistant	Child Support	\$13.57	\$16.96	\$20.35	99%			3
	Administrative Assistant	Child Support	\$13.57	\$16.96	\$20.35	99%			3
	Administrative Assistant	Child Support	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant	Child Support	\$13.57	\$16.96	\$20.35	79%	below minimum	\$400	0
	Administrative Assistant	Child Support	\$13.57	\$16.96	\$20.35	79%	below minimum	\$400	0
	Administrative Assistant	Child Support	\$13.57	\$16.96	\$20.35	75%	below minimum	\$1,666	0
	Administrative Assistant	Child Support	\$13.57	\$16.96	\$20.35	71%	below minimum	\$3,280	0
	Administrative Assistant	Circuit Courts	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant	Clerk of Courts	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant	Clerk of Courts	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant	Clerk of Courts	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant	Clerk of Courts	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant	Clerk of Courts	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant	Clerk of Courts	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant	Clerk of Courts	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant	Clerk of Courts	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant	Clerk of Courts	\$13.57	\$16.96	\$20.35	94%			2
	Administrative Assistant	Clerk of Courts	\$13.57	\$16.96	\$20.35	92%			2
	Administrative Assistant	Clerk of Courts	\$13.57	\$16.96	\$20.35	79%	below minimum	\$195	0
	Administrative Assistant	Clerk of Courts	\$13.57	\$16.96	\$20.35	79%	below minimum	\$427	0
	Administrative Assistant	County Clerk	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant	District Attorney	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant	District Attorney	\$13.57	\$16.96	\$20.35	79%	below minimum	\$427	0
	Administrative Assistant	Health	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant	Health	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant	Health	\$13.57	\$16.96	\$20.35	103%			3
	Administrative Assistant	Health	\$13.57	\$16.96	\$20.35	99%			3
	Administrative Assistant	Health	\$13.57	\$16.96	\$20.35	99%			3
	Administrative Assistant	Health	\$13.57	\$16.96	\$20.35	99%			3
	Administrative Assistant	Health	\$13.57	\$16.96	\$20.35	99%			3
	Administrative Assistant	Health	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant	Health	\$13.57	\$16.96	\$20.35	95%			2
	Administrative Assistant	Health	\$13.57	\$16.96	\$20.35	88%			1
	Administrative Assistant	Human Resources	\$13.57	\$16.96	\$20.35	117%	approaching maximum		5
	Administrative Assistant	Human Resources	\$13.57	\$16.96	\$20.35	110%			4
	Administrative Assistant	Human Resources	\$13.57	\$16.96	\$20.35	106%			4
	Administrative Assistant	Human Services	\$13.57	\$16.96	\$20.35	102%			3
	Administrative Assistant	Human Services	\$13.57	\$16.96	\$20.35	102%			3
	Administrative Assistant	Human Services	\$13.57	\$16.96	\$20.35	79%	below minimum	\$427	0
	Administrative Assistant	Human Services	\$13.57	\$16.96	\$20.35	101%			3
	Administrative Assistant	Human Services	\$13.57	\$16.96	\$20.35	97%			2
	Administrative Assistant	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant	Human Services	\$13.57	\$16.96	\$20.35				
	Administrative Assistant	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant	Human Services	\$13.57	\$16.96	\$20.35	87%			1
	Administrative Assistant	Human Services	\$13.57	\$16.96	\$20.35	87%			1
	Administrative Assistant	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administrative Assistant	Human Services	\$13.57	\$16.96	\$20.35	105%			3
	Administrative Assistant	Human Services	\$13.57	\$16.96	\$20.35	119%	approaching maximum		5
	Administrative Assistant	Human Services	\$13.57	\$16.96	\$20.35				



**BROWN COUNTY**  
**2015 COMPARATIVE RATIO ANALYSIS @ 50TH PERCENTILE BENCHMARK POSITIONS (2/13/2015)**

Pay Range	Job Title	Dept	Min	Mid Point	Max	Compa Ratio*	Comment	Impact of Financial Adjustment	Quintile
<b>BENCHMARK POSITIONS</b>									
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35				
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	100%			3
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35				
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	108%			4
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	112%			4
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35				
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35				
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	71%	below minimum	\$3,280	0
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	97%			2
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	94%			2
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	119%	approaching maximum		5
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	101%			3
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	101%			3
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35				
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	106%			4
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	109%			4
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	109%			4
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	109%			4
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	112%			4
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	112%			4
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	98%			3
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	100%			3
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	104%			3
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35				
	Administration Assistant I	Public Works	\$13.57	\$16.96	\$20.35	88%			1
	Administration Assistant I	Medical Examiner	\$13.57	\$16.96	\$20.35	104%			3
	Administration Assistant I	Museum	\$13.57	\$16.96	\$20.35	104%			3
	Administration Assistant I	Planning	\$13.57	\$16.96	\$20.35	106%			4
	Administration Assistant I	Planning	\$13.57	\$16.96	\$20.35				
	Administration Assistant I	Port & Resource Recovery	\$13.57	\$16.96	\$20.35				
	Administration Assistant I	Register of Deeds	\$13.57	\$16.96	\$20.35	103%			3
	Administration Assistant I	Register of Deeds	\$13.57	\$16.96	\$20.35	100%			3
	Administration Assistant I	Register of Deeds	\$13.57	\$16.96	\$20.35	98%			3
	Administration Assistant I	Register of Deeds	\$13.57	\$16.96	\$20.35	95%			2
	Administration Assistant I	Register of Deeds	\$13.57	\$16.96	\$20.35	120%			5
	Administration Assistant I	Register of Deeds	\$13.57	\$16.96	\$20.35	110%			4
	Administration Assistant I	Register of Deeds	\$13.57	\$16.96	\$20.35	106%			4
	Administration Assistant I	Sheriff	\$13.57	\$16.96	\$20.35	98%			3
	Administration Assistant I	Sheriff	\$13.57	\$16.96	\$20.35	104%			3
	Administration Assistant I	Sheriff	\$13.57	\$16.96	\$20.35	109%			4
	Administration Assistant I	Sheriff	\$13.57	\$16.96	\$20.35	109%			4
	Administration Assistant I	Sheriff	\$13.57	\$16.96	\$20.35	105%			3
	Administration Assistant I	Sheriff	\$13.57	\$16.96	\$20.35	103%			3
	Administration Assistant I	Technology Services	\$13.57	\$16.96	\$20.35	88%			1
	Administration Assistant I	Technology Services	\$13.57	\$16.96	\$20.35				
	Administration Assistant I	Treasurer Office	\$13.57	\$16.96	\$20.35	114%			5
	Administration Assistant I	UW Extension	\$13.57	\$16.96	\$20.35	109%			4
	Administration Assistant I	UW Extension	\$13.57	\$16.96	\$20.35	105%			3
	Administration Assistant I	UW Extension	\$13.57	\$16.96	\$20.35	103%			3
	Administration Assistant I	UW Extension	\$13.57	\$16.96	\$20.35	94%			2
	Administration Assistant I	UW Extension	\$13.57	\$16.96	\$20.35	100%			3
	Administration Assistant I	Veterans Office	\$13.57	\$16.96	\$20.35	101%			3
	Administration Assistant I	Veterans Office	\$13.57	\$16.96	\$20.35	101%			3
	Administration Assistant I	Human Services	\$13.57	\$16.96	\$20.35	102%			3
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35				
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	104%			3
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	104%			3
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	104%			3
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	104%			3
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	104%			3
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35				
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	107%			4
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35				
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	112%			4
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	112%			4
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	112%			4
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	112%			4
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	118%	approaching maximum		5
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	118%	approaching maximum		5
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	118%	approaching maximum		5
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	118%	approaching maximum		5
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35				
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	118%	approaching maximum		5
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	118%	approaching maximum		5
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	118%	approaching maximum		5
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	107%			4
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	107%			4
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	107%			4
	Human Services Support - preschool	Human Services	\$13.57	\$16.96	\$20.35	107%			4



## 2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSITIONS (2/13/2015)

[illegible]

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BROWN COUNTY  
2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSITIONS (2.13.2015)

Pay Range	Job Title	Dept	Min	Mid Point	Max	Compa Ratio	Comment	Impact of Financial Adjustment	Quintile
	BENCHMARKING POSITIONS								
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	121%	at or above maximum		6
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	121%	at or above maximum		6
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	112%			4
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	121%	at or above maximum		6
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	119%	approaching maximum		5
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60				
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60				
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	121%	at or above maximum		6
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	121%	at or above maximum		6
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	121%	at or above maximum		6
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	121%	at or above maximum		6
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	121%	at or above maximum		6
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	121%	at or above maximum		6
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	112%			4
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	112%			4
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	119%	approaching maximum		5
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	112%			4
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	112%			4
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	112%			4
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	112%			4
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	119%	approaching maximum		5
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	112%			4
	Certified Nursing Assistant	Human Services	\$11.73	\$14.67	\$17.60	121%	at or above maximum		6
	Cook	Human Services	\$11.73	\$14.67	\$17.60	121%	at or above maximum		6
	Cook	Human Services	\$11.73	\$14.67	\$17.60	121%	at or above maximum		6
	Cook	Human Services	\$11.73	\$14.67	\$17.60	121%	at or above maximum		6
	Cook	Human Services	\$11.73	\$14.67	\$17.60	120%			5
	Cook	Human Services	\$11.73	\$14.67	\$17.60	112%			4
	Administrative Clerk	Veterans Office	\$11.73	\$14.67	\$17.60	105%			3
	Administrative Clerk	District Attorney	\$11.73	\$14.67	\$17.60	114%			5
	Administrative Clerk	District Attorney	\$11.73	\$14.67	\$17.60	92%			2
20	Building Services Assistant	Airport	\$10.91	\$13.64	\$16.37	144%	at or above maximum		6
	Building Services Assistant	Airport	\$10.91	\$13.64	\$16.37	144%	at or above maximum		6
	Building Services Assistant	Airport	\$10.91	\$13.64	\$16.37	144%	at or above maximum		6
	Building Services Assistant	Airport	\$10.91	\$13.64	\$16.37	89%			2
	Building Services Assistant	Airport	\$10.91	\$13.64	\$16.37	89%			2
	Building Services Assistant	NEW Zoo & Parks	\$10.91	\$13.64	\$16.37	102%			3
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	124%	at or above maximum		6
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	122%	at or above maximum		6
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	122%	at or above maximum		6
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	122%	at or above maximum		6
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	122%	at or above maximum		6
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	122%	at or above maximum		6
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	122%	at or above maximum		6
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	122%	at or above maximum		6
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	122%	at or above maximum		6
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	120%	at or above maximum		6
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	102%			3
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	102%			3
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	102%			3
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	102%			3
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	102%			3
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	90%			2
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	83%			1
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	83%			1
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	83%			1
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	83%			1
	Building Services Assistant	Public Works	\$10.91	\$13.64	\$16.37	83%			1
	Assistant Zookeeper	NEW Zoo & Parks	\$10.91	\$13.64	\$16.37	83%			1
	Assistant Zookeeper	NEW Zoo & Parks	\$10.91	\$13.64	\$16.37	82%			1
	Assistant Zookeeper	NEW Zoo & Parks	\$10.91	\$13.64	\$16.37	82%			1

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BROWN COUNTY  
2015 COMPARATIVE RATIO ANALYSIS @ 50th PERCENTILE BENCHMARK POSTIONS (2.13.2015)

<b>CR AVERAGE 102%</b>	<b>Estimated Impact of Bringing Employees To Minimum of Range Assuming All Employees Work 2080 hours*</b>	<b>\$20,463</b>
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# BROWN COUNTY

## IMPACT OF MERIT INCREASE DECISIONS WORKSHEET (2.13.2015)

### Example

TARGET DATE FOR CONSIDERATION AND IMPLEMENTATION 2016

Cell Contribution Payout =  $P \times C \times G$

P = Proportion in performance rating category\*

C = Proportion in position-in-range category as a result of the comparative ratio analysis\*\*

G = (Guideline percent) increase in cell\*\*\*

Performance Matrix  
Calculation Model

		Position-in-Range (Quintiles)***				
		1st (80-88%)	2nd (89-96%)	3rd (97-104%)	4th (105-113%)	5th (114-120%+)
Performance Rating						
Substantially Above Expectations	0.05	0.15	0.21	0.29	0.19	0.16
Above Expectations	0.15	0.033	0.043	0.051	0.028	0.016
Meets Expectations	0.70	0.088	0.112	0.130	0.070	0.049
Below Expectations	0.05	0.357	0.450	0.506	0.263	0.172
Substantially Below Expectations	0.05	0.000	0.000	0.000	0.000	0.000
	1.00	0.000	0.000	0.000	0.000	0.000

1.00 Blue = P  
Red = C  
Green = G  
Black = cell payout (P x C x G)

Cell totals:

0.478 0.605 0.687 0.361 0.237

Total percentage impact to payroll:

2.367

\*The performance rating distributions are reflective of a typical distribution that will need to be adjusted to reflect the County's actual distributions each year

\*\*The position-in-range distributions reflect the current distributions as of the date of this report. These distributions were determined by using the compa-ratio analysis worksheet. This analysis will need to be adjusted each year to reflect position-in-range placement as pay changes occur

\*\*\*The County will need to adjust the numbers each year to align with compensation goals and budgetary considerations

PLEASE NOTE: The figures outlined in the table above are not a recommendation, but rather an illustration as to how the worksheet can be used.

February 2015

Prepared by Wipfli LLP

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**BROWN COUNTY  
BOARD OF SUPERVISORS  
COURT HOUSE  
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: April 15, 2015  
Agenda No. : Commencement

ALL  
STANDING  
COMMITTEE

Motion from the Floor

I make the following motion:

I am requesting that  
Human Resource Dept provide each standing  
committee statistical information <sup>as to</sup> what the  
County employee turnover rate is by department  
and the corresponding reasons for turnover

Signed: [Signature]

District No.: 8

(Please deliver to the County Clerk after the motion is made for recording into the minutes.) 3

# BUDGET ADJUSTMENT REQUEST

15-28

## Category

- ☐ 1 Reallocation from one account to another in the same level of appropriation
- ☐ 2 Reallocation due to a technical correction that could include:
  - Reallocation to another account strictly for tracking or accounting purposes
  - Allocation of budgeted prior year grant not completed in the prior year
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)
- ☐ 5 b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation.
- ☐ 6 Reallocation between two or more departments, regardless of amount
- ☒ 7 Any increase in expenses with an offsetting increase in revenue
- ☐ 8 Any allocation from a department's fund balance
- ☐ 9 Any allocation from the County's General Fund

## Approval Level

Dept Head  
Director of Admin  
  
County Exec  
  
County Exec  
  
Admin Committee  
  
Oversight Comm  
2/3 County Board  
  
Oversight Comm  
2/3 County Board  
  
**Oversight Comm,  
2/3 County Board**  
  
Oversight Comm  
2/3 County Board  
  
Oversight Comm  
Admin Committee  
2/3 County Board

## Justification for Budget Change:

UW Extension Brown County's Community Garden program has been awarded a federal grant to be passed through UW Extension East Metro Region. UW Extension has an opportunity to expand its land base for Community Gardens due to a donation of land owned by Encompass Early Education and Care Inc. This property is located in the Imperial Lane neighborhood which is a diverse low income area on Green Bay's east side. The community garden will strengthen community bonds, while also increasing area health. It will further empower participants through mentorship opportunities, once-a-week open community garden nights, and educational offerings. The program also plans to hold a summer gardening program for neighborhood youth, to encourage healthy lifelong habits. \$6,360

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5100	Regular Earnings	4,650
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5300	Supplies	1,710
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.4301	Federal Grant Revenue	6,360

## AUTHORIZATIONS

Judy Knudsen  
Signature of Department Head

Department: UW Extension

Date: 4/13/2015

[Signature]  
Signature of DCA or Executive

Date: 4/17/15

# BUDGET ADJUSTMENT REQUEST

15-29

## Category

## Approval Level

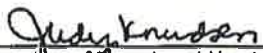
- |                                       |                                                                                                                                                                                                                                                                                    |                                                       |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> 1            | Reallocation from one account to another in the same level of appropriation                                                                                                                                                                                                        | Dept Head                                             |
| <input type="checkbox"/> 2            | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul> | Director of Admin                                     |
| <input type="checkbox"/> 3            | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation                                                                                                                                              | County Exec                                           |
| <input type="checkbox"/> 4            | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)                                                                                                                                                            | County Exec                                           |
| <input type="checkbox"/> 5 a)         | Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)                                                                                                                     | Admin Committee                                       |
| <input type="checkbox"/> 5 b)         | Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation.                                                                                                                                                                | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 6            | Reallocation between two or more departments, regardless of amount                                                                                                                                                                                                                 | Oversight Comm<br>2/3 County Board                    |
| <input checked="" type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue                                                                                                                                                                                                                    | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 8            | Any allocation from a department's fund balance                                                                                                                                                                                                                                    | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 9            | Any allocation from the County's General Fund                                                                                                                                                                                                                                      | Oversight Comm<br>Admin Committee<br>2/3 County Board |


## Justification for Budget Change:

UW Extension Brown County's Agriculture program has been awarded a federal grant to be passed through UW Extension East Metro Region for Agriculture Literacy and Workforce Development: Exploring Careers in Agriculture. This project centers on agricultural literacy with an emphasis on workforce development. A student intern will be hired to explore agricultural careers, gain agricultural career experience, and create resource tools including a career resource booklet, road maps to help individuals along the path to their desired career, and a website to post resources and videos. **\$7,350**

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5100	Regular Earnings	5,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5340	Travel	350
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5601.400	Intra-County Copy Center	1,700
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5700	Contracted Services	300
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.4301	Federal Grant Revenue	7,350

## AUTHORIZATIONS

  
 Signature of Department Head  
 Department: UW Extension  
 Date: 4/13/2015

  
 Signature of DOA or Executive  
 Date: 4/17/15

See 4/14/15



May 20, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION**  
**FOR U.W. EXTENSION**  
**WORKFORCE DEVELOPMENT AGRICULTURE STUDENT INTERN**

WHEREAS, the U.W. Extension office has received funds from an East Metro U.W. Extension Resources Regional Management Grant for implementation of agriculture literacy and workforce development; and

WHEREAS, the object of this grant is to create workforce development educational resources about agricultural careers by gaining practical experiences on farms and with various agricultural companies and use this knowledge to create resources like booklets, videos and a website to educate others about types of agricultural jobs available in Brown County; and

WHEREAS, the U.W. Extension office has requested the addition of 0.18 FTE Workforce Development Agriculture Student Intern to fulfill the requirements of this grant as well as aiding a student in completing their educational requirements; and

WHEREAS, current staff cannot absorb these duties and the grant could not be fulfilled without the addition of a student intern; and

WHEREAS, Human Resources in conjunction with the U.W. Extension office recommend the addition of 0.18 FTE Workforce Development Agriculture Student Intern to the U.W. Extension table of organization; and

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the addition of 0.18 FTE Workforce Development Agriculture Student Intern to the U.W. Extension table of organization; and

BE IT FURTHER RESOLVED, should the funding end, or not cover the full cost of 0.18 FTE Workforce Development Agriculture Student Intern, the position will end and be eliminated from the U.W. Extension table of organization.

**Budget Impact:**

U.W. Extension

<b>Partial Year Budget Impact (07/01/15 – 12/31/15)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Workforce Development Agriculture Student Intern	0.18	Addition	\$2,314	\$ 182	\$2,496
<b>Partial Year Budget Impact</b>			<b>\$2,314</b>	<b>\$ 182</b>	<b>\$2,496</b>

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Workforce Development Agriculture Student Intern	0.18	Addition	\$4,628	\$ 364	\$4,992
<b>Annualized Budget Impact</b>			<b>\$4,628</b>	<b>\$ 364</b>	<b>\$4,992</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The funding source is a Resources Regional Management Grant from East Metro U.W. Extension.*

Respectfully submitted,  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE  
EXECUTIVE COMMITTEE

Approved By:

\_\_\_\_\_  
TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by Human Resources  
Approved as to form by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL.	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast \_\_\_\_\_

Motion:        Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_

**BROWN COUNTY  
POSITION DESCRIPTION**

**POSITION DESCRIPTION:** WORKFORCE DEVELOPMENT AGRICULTURE STUDENT  
INTERN

**REPORTS TO:** UW-EXTENSION AGRICULTURE EDUCATOR

**DEPARTMENT:** UW-EXTENSION

**JOB SUMMARY:**

Create workforce development educational resources about agricultural careers by gaining practical experiences on farms and with various agricultural companies. Build resources to educate others about types of agricultural jobs available in Brown County, experience and educational requirements needed to qualify for these jobs, and roadmaps describing recommendations for obtaining desired careers.

**ESSENTIAL DUTIES:**

Gain practical experiences on farms and with various agricultural companies or “shadow” days.

Complete questionnaires and interviews to develop educational resources.

Develop educational resources including: agricultural careers booklet, website resources, and video resources.

Help plan and facilitate workshops, meetings, and other educational outreach opportunities.

Assist with evaluating and completing a summary about the program.

**NON-ESSENTIAL DUTIES:**

Performs related functions as assigned.

**MATERIALS AND EQUIPMENT:**

General office equipment  
Computer / Software  
Digital Camera

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School Diploma; Currently pursuing an Associates or undergraduate degree in agriculture, biology, communications, natural resources or a related subject area; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

**Licenses and Certifications:**

Valid Wisconsin Driver's License

**Knowledge, Skills, and Abilities:**

Excellent communications skills, ability to communicate effectively both orally and in writing.

Interest in learning more about agricultural careers

Knowledge of and ability to utilize a computer and the required software.

Ability to plan, promote, implement, evaluate, and report educational programs.

Ability to understand and work effectively with a wide variety of clientele.

Ability to work well as a member of a team.

Ability to maintain a high level of organization and leadership.

Ability to establish and maintain effective working relationships with staff and the public.

Ability to make individual arrangements for transportation adequate to meet position responsibilities and essential job functions.

Ability to work the required hours of the position.

**Administrative Accountability:**

The Workforce Development Agriculture Student Intern will be accountable to the UW-Extension Brown County Agriculture Educator for programmatic leadership and the Brown County UW-Extension Department Head for administrative issues.

**PHYSICAL DEMANDS:**

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Intermittent standing, walking, and sitting; occasional driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching, and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Withstanding temperature changes in the work environment.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 04/03/15



East-Metro Regional Director

UW-Green Bay Campus  
Cofrin Library 750J  
2420 Nicolet Drive  
Green Bay, WI 54311-7001  
920-465-2147  
920-465-5074 (fax)  
711 for Wisconsin Relay

March 23, 2015

Dear Liz:

Congratulations! The Resource Management Team supports your proposal titled: **"Agriculture Literacy and Workforce Development: Exploring Careers in Agriculture"** in the amount of **\$8,000**.

If your plans change and you are unable to use the funds in the manner that you outlined, please contact [karen.smiley@ces.uwex.edu](mailto:karen.smiley@ces.uwex.edu) as soon as possible.

**Please note that the planning team had the following questions/comments about your report:**

- **How you are planning to recruit: Job Fairs, etc?**
- **The translation service cost seems low. Please explain whether this is the going rate in Brown County or you are getting additional funding from others (Dean's Office, etc.)**

**You can email this information to Karen Smiley.**

**The projector screen, camcorder and video editing software need to be purchased through the state (we cannot do a lump sum payment to the county for these items). We need to follow state guidelines for these purchases. Please note that these items remain the property of the state. They can be kept in the county office, but when they are no longer in use, they must be returned to the regional office for disposal. Since the only other purchase is the speakers, we can purchase everything through the state. Please work with Karen Smiley to purchase the grant items.**

**By submitting paperwork to request these funds, you are agreeing to:**

1. Submit a written report that highlights the impact of the program initiative to the regional office (to be posted on the Resource Management website), OR a poster session during the 2016 spring regional meeting. You are encouraged to include photos and/or video.
2. Include a report in a Planning & Results success story.
3. Promote the success of your project through local media. Please send us copies of any news releases and advise us of any marketing efforts on the project.

Best wishes in your programming efforts.

Sincerely,

T. Gerald Correthers  
East-Metro Regional Director

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*East-Metro Region Resource Management Team:*

Eloisa Gomez, Milwaukee County Director; Vijai Pandian, Brown County Hort; Cindy Muhar, Milwaukee County Family Living, Denise Retzleff, Fond du Lac County 4-H Youth; Catherine Neiswender, Winnebago County CNRED; Renee Vertin, Washington County WNEP



## East-Metro Region Innovative Grant Program Budget

ITEM	UNITS	RATE	COST	
Student intern 40 hours/wk x 12 weeks	1	Stipend	\$	5,000.00
Mileage for intern	1		\$	350.00
Printing				
Handouts	500	\$0.07/page	\$	35.00
Career resource booklets (spiral bound)	150	\$10/each	\$	1,500.00
Small poster	25	\$1/poster	\$	25.00
Large poster For presenting at poster sessions (i.e. East-Metro all-colleague, JCEP, etc.)	1	Poster	\$	140.00
Translation services				
Spanish translation/interpretation	1		\$	150.00
Hmong translation/interpretation	1		\$	150.00
Program supplies				
Portable projector screen	1		\$200 \$	200.00
Camcorder	1		\$350 \$	350.00
Video editing software	1		\$100 \$	100.00
TOTAL			\$	8,000.00

### In-kind support

Local agribusinesses for tours/information about agricultural careers

Shared resources and audiences with entities such as Department of Workforce Development, high schools, technical colleges, East-metro colleagues

UW-Extension agents time, resources, and expertise

Mileage (Binversie)				
250 miles x \$0.46/mile			\$	115.00
Printing				
Career resource booklets (spiral bound)	50	\$10/each	\$	500.00

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**East-Metro Region Innovative Grant Program  
Calendar Year 2015  
Application Form**

**Project Title: Agricultural Literacy and Workforce Development: Exploring Careers in Agriculture**

**Funding Requested: \$ 8,000.00**

**Project Lead/Grant Applicant (Name & County): Liz Binversie, Brown Co. Agriculture**  
**i) Project Collaborator(s) (if applicable): Vijai Pandian, Brown Co. Horticulture**

**Situation Statement**

Each year, society becomes less connected with agriculture. Many do not realize there is a vast array of agricultural careers. There are many misconceptions about agricultural careers including: 1) the only careers available are for farmers and veterinarians, 2) all agriculture jobs are low paying, and 3) an individual has to grow up on a farm to be able to work in agriculture. Lastly, many counties face the issue of "Brain Drain", which is when an individual completes their education in one place but then moves away for a job. By providing agricultural career education, we will change the negative perception surrounding agricultural careers and encourage more residents to live, work, and play in the same community. Agricultural literacy is particularly important because with only 2% of the nation working on farms, there are not enough people with farming backgrounds to fill the increasing number of vacant positions as the Baby Boomer generation begins to retire. This project centers on agricultural literacy with an emphasis on workforce development. Therefore, we will hire a student intern to explore agricultural careers, gain agricultural career experience, and create resource tools including a career resource booklet, road maps to help individuals along the path to their desired career, and a website to post resources and videos.

**Program Criteria:**

**Describe how this relates to the Cooperative Extension Purpose, Vision and Values:**

Negative misconceptions about agriculture can make individuals feel isolated and excluded from being a part of agriculture. This project will foster inclusiveness to those who may not have traditional farming backgrounds through increased educational awareness of job opportunities and careers in agriculture. We will support the thriving agricultural industry that will in turn contribute economic activity at the local, regional, and state-wide level. Finally, it is our goal that these educational efforts will result in more individuals applying for and accepting positions in agriculture, in an effort to keep up with the increasing number of career vacancies for agricultural careers.

**Fosters teamwork and collaboration with other agencies, campuses, or colleagues:** We will work with groups including: Department of Workforce development, 4-H educators, schools, technical colleges, 4-year institutions, and graduate schools. We will collaborate with fellow extension agents who specialize in various areas—i.e. crops, soils, horticulture, and livestock—to get the best recommendations for careers and industries to explore.

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**Incorporates the use of other funders and/or in-kind support:** This agent will provide in-kind support of mileage and printing. Local businesses will provide in-kind support by donating their time and resources. See budget for more details.

**Includes a new program direction that may be replicated:** This project will create a resource tool that includes a career resource booklet with career and mentor information, "road maps" to help individuals along the path to their desired career, and a user-friendly web resource tool including videos. This information could be used or adapted by other counties or regions. Also, the structure of the internship experience will be documented and available for other agents/educators to use as a model.

**Focuses on reaching new audiences:** Typically in agriculture, many are from farming backgrounds. For those without farming backgrounds, agricultural opportunities can be limited or non-existent. Therefore, this project aims to reach individuals, especially those without agricultural backgrounds. By working with the Department of Workforce Development, we will also be able to reach displaced workers and other underserved populations. Career resource booklets will be translated for Spanish and Hmong speakers.

**Exposes potential employees to UWEX:** We will explore careers within UW-Extension and expose others to the work we do. In addition, these individuals may share that information with others, thus creating a multiplier effect.

**Project Objectives/Expected Outcomes:** Our objectives are to 1) expose new audiences to agricultural careers, 2) create agricultural career resource tools, and 3) encourage more residents to live, work, and play locally. This project may generate cost savings to the community because as the agricultural industry prospers, so does the community by result of the increased economic activity, taxes paid by agriculture, and so on. We expect to change the perception people have about agricultural careers and encourage more to apply for those jobs.

**Estimated number of participants/clients impacted inside and outside East-Metro Region:** We intend to reach several hundred people directly through meetings, workshops, etc. Indirectly, it would be many more because we plan to create a web resource, post videos on YouTube, and share information with agents/educators across the 72 counties who in turn would share information with others. The numbers could potentially be in the thousands.

**Project Timeline (include your planned activities)**

During Summer 2015 – Fall 2015, the intern will visit agricultural and horticulture companies and farms, conduct interviews/acquire information about various agricultural and horticulture careers, and compile list of career mentors. We will create career resource booklet, videos, poster, web resources, and so on. We will host agricultural career workshops and participate at various job fairs, as well as reach out to career centers in the community, schools and colleges. We will present information proactively and on an as-requested basis and compile and review survey results. Finally, we will complete the grant report and submit to East Metro regional office

**Evaluation Plan:** Pre and post survey and one-on-one interviews will be conducted. Evaluation will include the following: increase in knowledge, changes in perception about agricultural careers, and ask if individuals are actively pursuing work in agriculture

**Detailed budget breakdown:** Funds will be paid in a lump-sum to the county. See attached budget.

# Brown County

The seal of Brown County, Wisconsin, is a circular emblem. It features a central illustration of a large, ornate building with a prominent dome, likely a courthouse or government building. The words "Brown County" are arched across the top of the seal, and "Established 1818" is arched across the bottom. Two small stars are positioned on either side of the central building.

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

## RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

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May 20, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION**  
**FOR U.W. EXTENSION**  
**COMMUNITY GARDEN COORDINATOR**

WHEREAS, the demands on the U.W. Extension community garden program have increased as the number of new gardens to manage grows while continuing to maintain the existing gardens; and

WHEREAS, community garden program duties are currently being performed by Americorp Vista, however, Americorp's funding for this position will end in June, 2015; and

WHEREAS, to keep the growing program intact, the U.W. Extension office has submitted a request to add a 0.80 FTE Community Garden Coordinator position to manage the community garden effort and provide assistance to participants; and

WHEREAS, the cost of this position will be offset by the following: \$25,000 from the City of Green Bay; \$4,000 from the U.W. Extension East Metro Resource Management Grant; and \$14,000 in salary savings; and

WHEREAS, without the Community Garden Coordinator position, the program will need to be downsized or eliminated; and

WHEREAS, Human Resources in conjunction with the U.W. Extension office recommend the addition of 0.80 FTE Community Garden Coordinator position to the U.W. Extension table of organization.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the addition of 0.80 FTE Community Garden Coordinator to the U.W. Extension table of organization; and

BE IT FURTHER RESOLVED, should the funding end, the position will end and be eliminated from the U.W. Extension table of organization.

**Budget Impact:**

U.W. Extension

<b>Partial Year Budget Impact (05/01/15 – 12/31/15)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Community Garden Coordinator @ \$14.00/hour	0.80	Addition	\$14,560	\$10,783	\$25,343
<b>Partial Year Budget Impact</b>			<b>\$14,560</b>	<b>\$10,783</b>	<b>\$25,343</b>

<b>Annualized Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
Community Garden Coordinator @ \$14.00/hour	0.80	Addition	\$21,840	\$16,174	\$38,014
<b>Annualized Budget Impact</b>			<b>\$21,840</b>	<b>\$16,174</b>	<b>\$38,014</b>

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The funding source for this position will be \$25,000 from the City of Green Bay, \$4,000 from the U.W. Extension East Metro Resource Management Grant, and \$14,000 in salary savings.*

Respectfully submitted,

PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

---

TROY STRECKENBACH  
COUNTY EXECUTIVE

Date Signed: \_\_\_\_\_

Authored by Human Resources

Approved as to form by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # \_\_\_\_\_

Motion made by Supervisor \_\_\_\_\_

Seconded by Supervisor \_\_\_\_\_

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL.	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast \_\_\_\_\_

Motion: Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Tabled \_\_\_\_\_



**BROWN COUNTY  
CLASS SPECIFICATION**

**POSITION TITLE:** COMMUNITY GARDEN COORDINATOR

**REPORTS TO:** UW EXTENSION DEPARTMENT HEAD & NUTRITION  
PROGRAM COORDINATOR

**LOCATION:** UW EXTENSION

**JOB SUMMARY:**

This position will work collaboratively with Brown County UW-Extension staff to strengthen the community garden program managed by Brown County UW-Extension. Community gardens help individuals and families get out of poverty by teaching them how to grow culturally appropriate, healthy foods. This position will be responsible for building capacity within UW-Extension as well as in neighborhoods enabling and empowering gardeners to become involved in the day-to-day operations of the gardens. Identifying educational needs and organizing educational opportunities will be another key function.

The Community Garden Coordinator will be accountable to the Brown County Nutrition Program Coordinator and the Horticulture Educator for programmatic leadership and the Brown County UW-Extension Department Head for administrative issues.

**ESSENTIAL DUTIES:**

Maintain and continue to build leadership within the community garden advisory committee.

Identify and follow through on leads for potential new gardens in a strategic manner.

Follow procedures and complete steps in establishing new community gardens and in maintaining existing gardens.

Build and maintain strong relationships with neighborhood associations, landowners and City of Green Bay and Brown County.

Look for opportunities to develop relationships with community gardeners, empowering them to become more involved in the day-to-day operations of gardens.

Recruit low income and diverse individuals and families to participate in community gardens.

Work with Brown County UW-Extension staff, advisory council and community partners to seek funding to sustain community garden program.

Plan, implement and evaluate educational and social events to be held on community garden sites.

Partner to increase capacity of community gardens to address food security issues impacting low income individuals and families.

Raise funds for the community garden program.

Maintain community garden website, community Garden Manual and related materials with updated information.

Promote community garden program.

Submit reports as needed.

Communicate community gardening efforts to Brown County stakeholders and residents.

**NON-ESSENTIAL DUTIES:**

Performs related functions as assigned.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Working on Associate or Bachelor's Degree in landscape horticulture program or related major, with experience in community development process, gardening, and program development, implementation and design, or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities

**Licenses and Certifications:**

Valid Wisconsin Driver's License

**Knowledge, Skills and Abilities:**

Knowledge of gardening.

Knowledge of community resources.

Knowledge of community development process.

Experience in organizing educational programs or events.

Knowledge in working with volunteers.

Ability to maintain records and prepare comprehensive reports.

Ability to establish and maintain effective working relationships with UW-Extension staff and the public

Knowledge of and ability to work with low-income individuals and families representing various racial/ethnic populations.

Ability to assist in seeking other funds.

Exceptional communication skills.

Strong computer skills.

### **PHYSICAL DEMANDS:**

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.

Intermittent standing, walking, and sitting; occasionally driving.

Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.

Occasional bending, twisting, squatting, climbing, reaching and grappling.

Communicating orally in a clear manner.

Distinguishing sounds at various frequencies and volumes.

Distinguishing people or objects at varied distances under a variety of light conditions.

Withstanding temperature changes in the work environment.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 04/02/15



Brown County

The seal of Brown County, Wisconsin, is a circular emblem. It features a central illustration of a large, classical-style building with a prominent dome and columns, likely representing the county's courthouse. The words "BROWN COUNTY" are arched across the top of the seal, and "Established 1818" is arched across the bottom. Two small stars are positioned on the left and right sides of the seal, separating the top and bottom text.

DIRECTOR

Brown County

Planning

Budget Status Report

1/31/2015

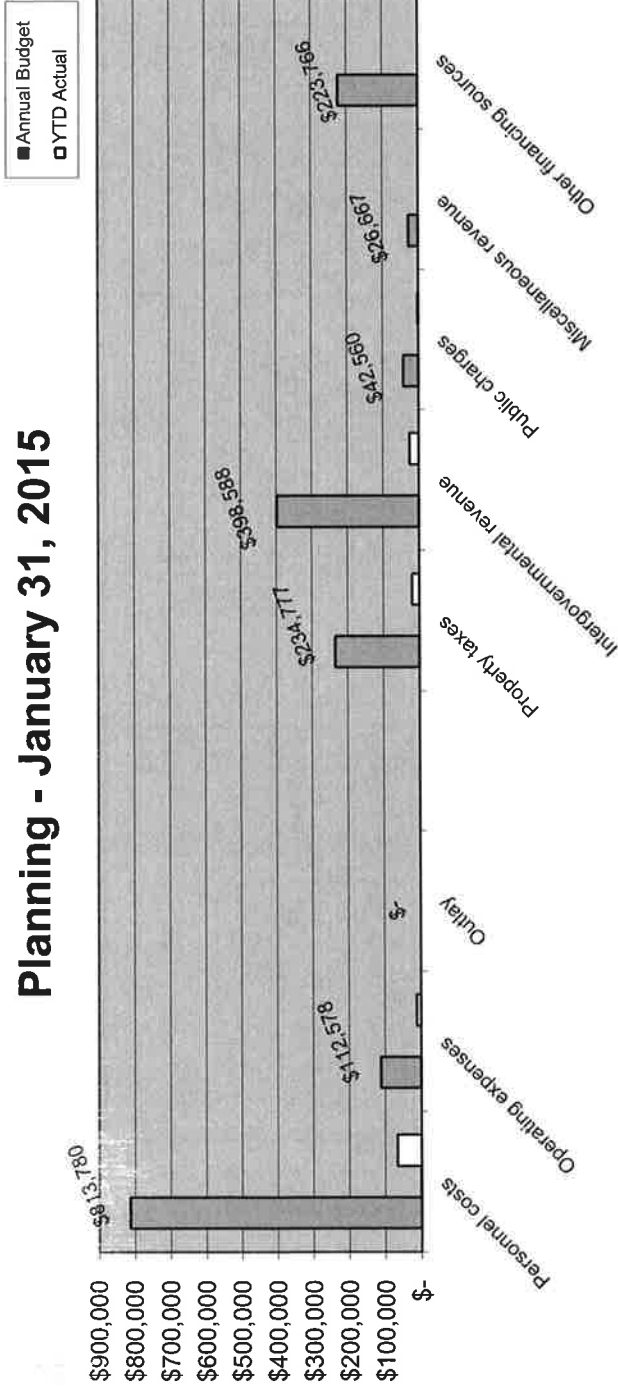
	Annual Budget	YTD Actual	Percentage
Personnel costs	\$ 813,780	\$ 66,454	8.17%
Operating expenses	\$ 112,578	\$ 10,896	9.68%
Outlay	\$ -	\$ -	NA
Property taxes	\$ 234,777	\$ 19,565	8.33%
Intergovernmental revenue	\$ 398,588	\$ 25,073	6.29%
Public charges	\$ 42,560	\$ 1,750	4.11%
Miscellaneous revenue	\$ 26,667	\$ -	0.00%
Other financing sources	\$ 223,766	\$ -	0.00%

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: All categories are at or near expectations.

**Planning - January 31, 2015**



Brown County  
Planning  
Budget Status Report

2/28/2015

	Annual Budget	YTD Actual	Percentage
Personnel costs	\$ 813,780	\$ 125,924	15.47%
Operating expenses	\$ 112,578	\$ 19,807	17.59%
Outlay	\$ -	\$ -	NA
Property taxes	\$ 234,777	\$ 39,130	16.67%
Intergovernmental revenue	\$ 398,588	\$ 51,146	12.83%
Public charges	\$ 42,560	\$ 5,612	13.19%
Miscellaneous revenue	\$ 26,667	\$ 26,667	100.00%
Other financing sources	\$ 223,766	\$ 14,507	6.48%

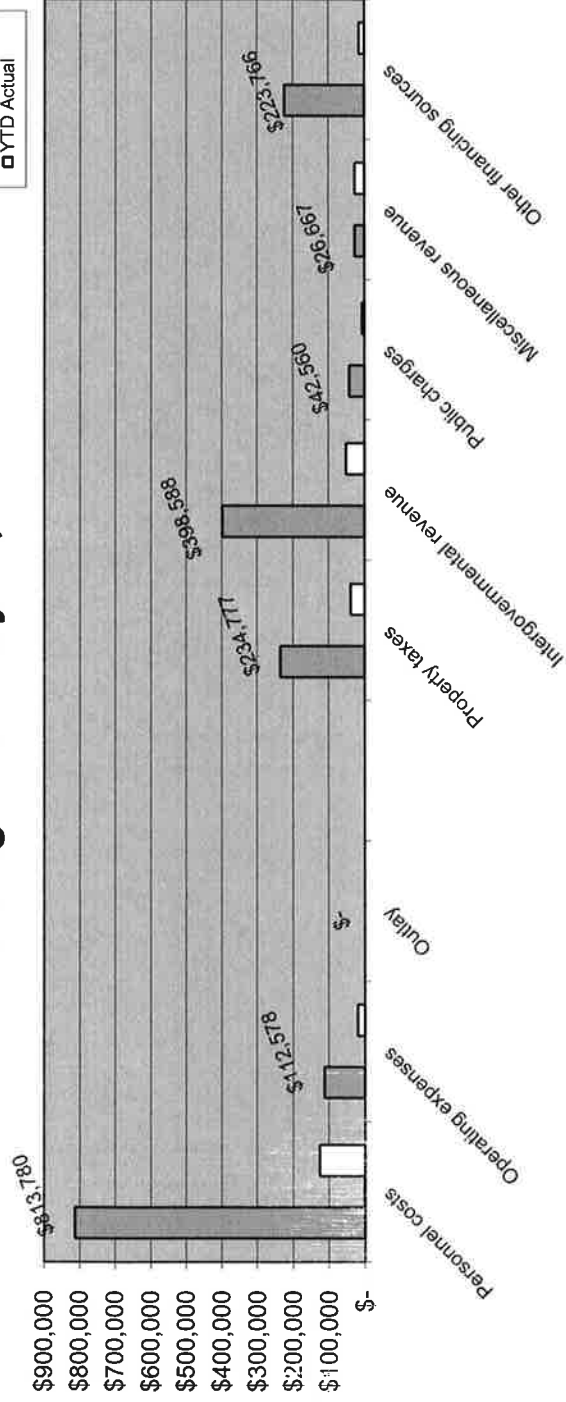
**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: All categories are at or near expectations.

**Planning - February 28, 2015**

■ Annual Budget  
□ YTD Actual





PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600


CHUCK LAMINE, AICP

PHONE (920) 448-6480 FAX (920) 448-4487  
WEB SITE [www.co.brown.wi.us/planning](http://www.co.brown.wi.us/planning)

PLANNING DIRECTOR

MEMORANDUM

**TO:** Brown County Board Planning, Development and Transportation Committee

**FROM:** Aaron Schuette, Brown County Principal Planner 

**RE:** Notification of Second Phase Community Development Block Grant – Housing Grant Award

In 2013, Brown County was awarded \$2.29 million in Community Development Block Grant (CDBG) – Housing (Phase I) funding from the Wisconsin Department of Administration (WDOA) to fund repairs for low-moderate income homeowners across a 10-county region of Northeastern Wisconsin. In order to qualify for the program, homeowners (including the income of all persons living in the home) must make less than a specified maximum gross income in a year. As a frame of reference, a Brown County family of four could make up to \$54,800 a year in gross income and qualify for the program. It is important to note the funding is for “non-entitlement” communities only (generally communities with a population of less than 50,000 residents). Communities with populations of 50,000 residents or more already receive a direct allocation of housing funds from the U.S. Department of Housing and Urban Development (HUD).

Typical home repairs performed by qualified, private general contractors have included roof replacement, private onsite wastewater treatment system replacement, new well installation, foundation repair, electrical/plumbing system repair, lead paint remediation, new siding installation, and replacement windows installation. Implementation of the program began in mid-2014 and to date, the program has assisted a total of 42 families and funded over \$790,000 in home repairs. Funding provided through the grant pays for all Brown County staff time to administer the program.

Based upon performance to date, WDOA has provided Brown County with an amended contract awarding Brown County Phase II Regional CDBG-Housing funding of an additional \$1,931,266 from the original grant application. Any Phase I funding remaining after 2015, in combination with the new Phase II funding, will be identified in the 2016 annual Brown County budget. Therefore, this report is for information only, and no formal action is requested of the PD&T or County Board at this time.

Also for your information, I have included a copy of the marketing flyer used to advertise the program throughout our region. Should you have any questions regarding the Northeastern Wisconsin CDBG-Housing program, please feel free to call me at 448-6486 or email me at [schuette\\_am@co.brown.wi.us](mailto:schuette_am@co.brown.wi.us) at your convenience.

AS:

cc: Chuck Lamine, Planning and Land Services Director  
Chad Weininger, Director of Administration  
Troy Streckenbach, Brown County Executive  
Erica Bendickson, Accountant

Enclosure

12

# Northeastern Wisconsin Housing Rehabilitation CDBG Loan Program



*\*Serving the Counties of Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Outagamie, Sheboygan, and Winnebago*

**Homeowners** - If your home is in need of repairs, you may qualify for home rehabilitation assistance through the NE Wisconsin Community Development Block Grant (CDBG) - Housing Loan Program:

- Minimum loan amount of \$1,000.
- Maximum loan up to 50% of the value of the home.
- Loans are offered at 0% interest.
- No loan payments are required until the home is sold, refinanced, or is no longer the primary residence of the applicant. Loans lasting 30 years may be re-recorded for up to another 30 years.
- The loan is secured by a mortgage on the property.
- Activities generally may include:
  - Private septic system replacement
  - Private well replacement
  - Roof repair/replacement
  - Lead paint and asbestos remediation
  - Door/window replacement
  - Plumbing/electrical/HVAC repairs
  - Siding repair/replacement
  - Accessibility improvements for individuals with disabilities
  - Other general improvements

**Landlords** - 0% Installment loans are available for rental unit repairs provided the unit is/will be rented to tenants who are low or moderate income. Contact the program administrator for more details.

**Door County** - 0% interest, deferred payment loans are available to assist with purchasing a home, including down payment and closing costs.

## General Homeowner Eligibility Requirements

- Gross household income must be at or below 80% of the median county income. Income limits may be found here:  
[http://doa.wi.gov/Documents/DOH/Household\\_Income\\_Limits.pdf](http://doa.wi.gov/Documents/DOH/Household_Income_Limits.pdf)
- Applicant must own the home being repaired.
- Applicant must live in the home as the primary residence.
- Home must meet Housing Quality Standards (HQS) after the work is completed.



## Contact Information

For additional information on the program, please contact:

Todd D. Mead, Planner I  
Brown County Planning Commission  
305 E. Walnut Street, 3<sup>rd</sup> Floor, Green Bay, WI 54301  
mead\_td@co.brown.wi.us (920) 448-6480

**\* Residents of the Cities of Appleton, Fond du Lac, Green Bay, Neenah, Oshkosh, and Sheboygan should contact their respective cities for information on similar programs.**

*The Community Development Block Program is an equal opportunity program. Women and minorities are encouraged to apply.*

*This publication and/or the activities described herein were funded by the State of Wisconsin - Department of Administration Division of Housing and U.S. Department of Housing and Urban Development, and prepared by the Brown County Planning Commission. REVISED 08/2014*



State of Wisconsin - Department of  
**ADMINISTRATION**

Brown County  
Property Listing  
Budget Status Report

1/31/2015

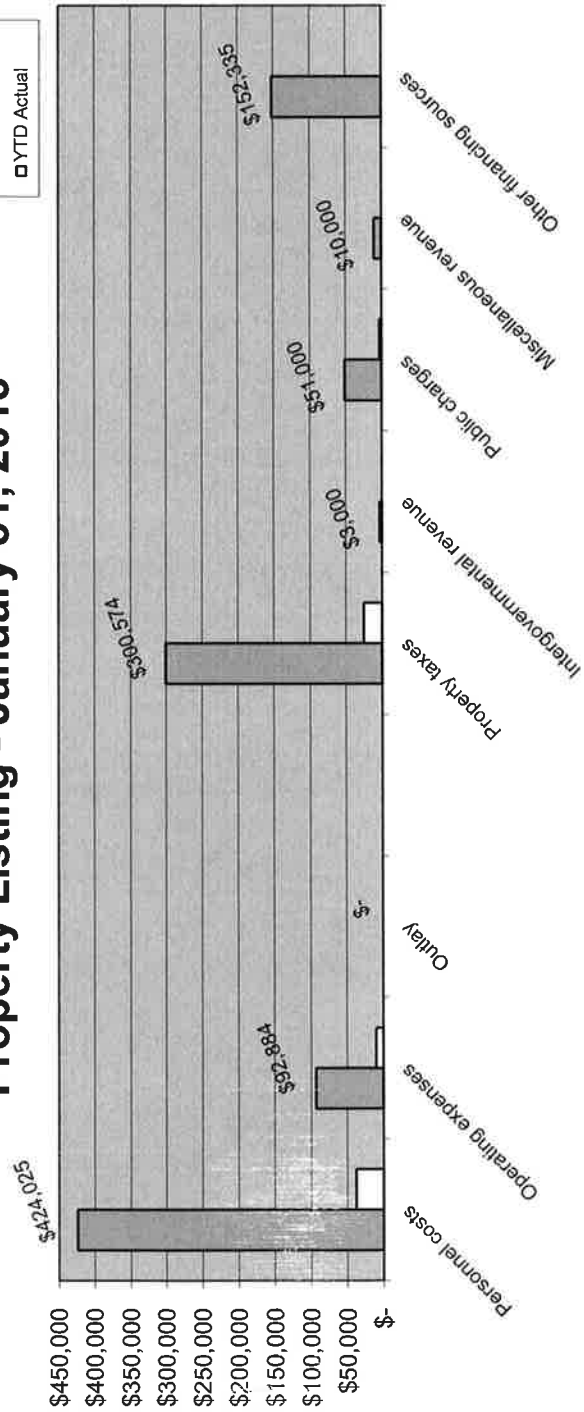
	Annual Budget	YTD Actual	Percentage
Personnel costs	\$ 424,025	\$ 37,671	8.88%
Operating expenses	\$ 92,884	\$ 9,915	10.67%
Outlay	\$ -	\$ -	N/A
Property taxes	\$ 300,574	\$ 25,048	8.33%
Intergovernmental revenue	\$ 3,000	\$ -	0.00%
Public charges	\$ 51,000	\$ 2,410	4.73%
Miscellaneous revenue	\$ 10,000	\$ -	0.00%
Other financing sources	\$ 152,335	\$ -	0.00%

**HIGHLIGHTS:**

Expenditures: All expenditures are within anticipated levels.

Revenues: All revenues are progressing as anticipated.

**Property Listing - January 31, 2015**



Brown County  
Property Listing  
Budget Status Report

2/28/2015

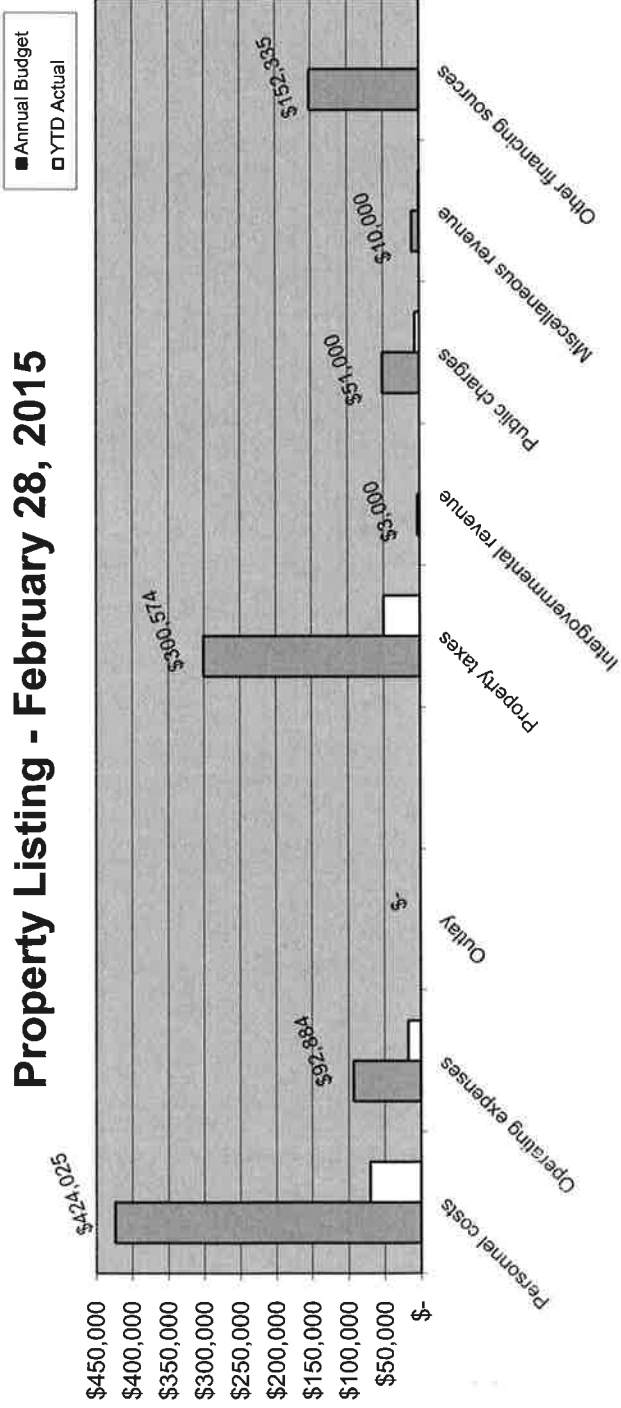
	Annual Budget	YTD Actual	Percentage
Personnel costs	\$ 424,025	\$ 70,069	16.52%
Operating expenses	\$ 92,884	\$ 17,096	18.41%
Outlay	\$ -	\$ -	N/A
Property taxes	\$ 300,574	\$ 50,096	16.67%
Intergovernmental revenue	\$ 3,000	\$ -	0.00%
Public charges	\$ 51,000	\$ 5,738	11.25%
Miscellaneous revenue	\$ 10,000	\$ 16	0.16%
Other financing sources	\$ 152,335	\$ -	0.00%

**HIGHLIGHTS:**

Expenditures: All expenditures are within anticipated levels.

Revenues: All revenues are progressing as anticipated.

**Property Listing - February 28, 2015**





Brown County

Zoning

Budget Status Report

1/31/2015

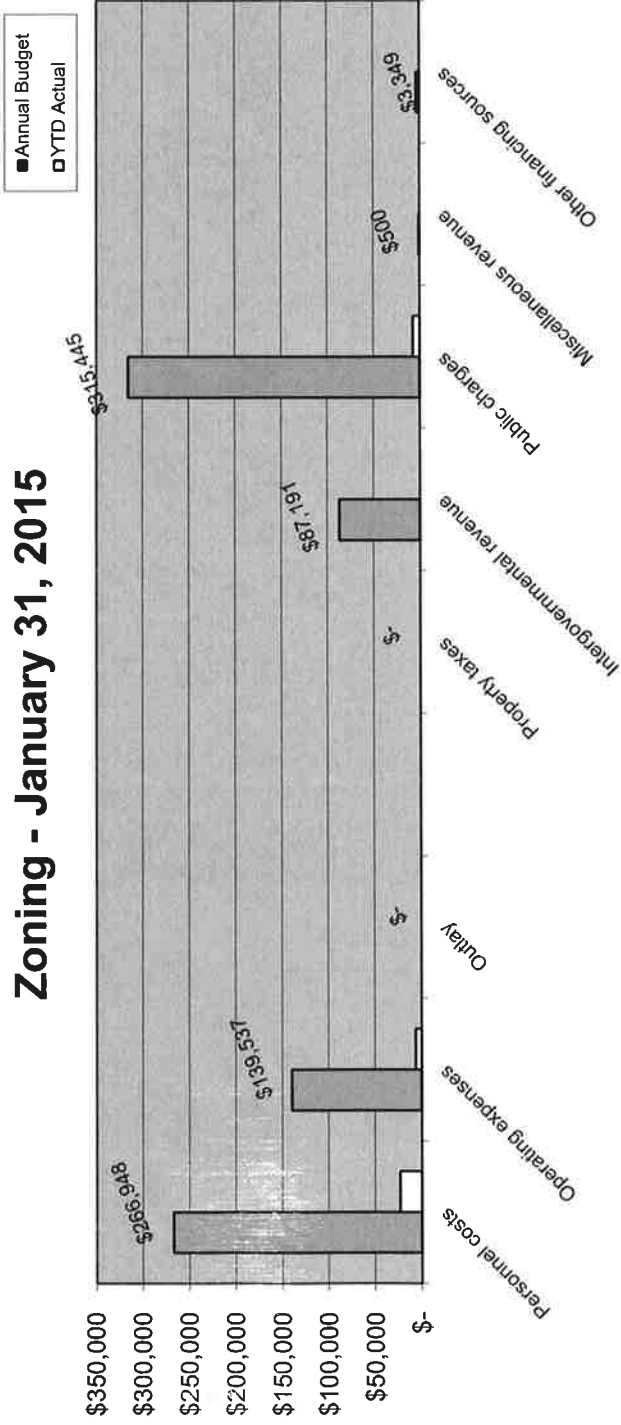
	Annual Budget	YTD Actual	Percentage
Personnel costs	\$ 266,948	\$ 22,989	8.61%
Operating expenses	\$ 139,537	\$ 5,815	4.17%
Outlay	\$ -	\$ -	NA
Property taxes	\$ -	\$ -	N/A
Intergovernmental revenue	\$ 87,191	\$ -	0.00%
Public charges	\$ 315,445	\$ 6,951	2.20%
Miscellaneous revenue	\$ 500	\$ -	0.00%
Other financing sources	\$ 3,349	\$ -	0.00%

# HIGHLIGHTS:

Expenditures: All categories are progressing as anticipated.

Revenues: Public charges are progressing at our anticipated rate.

## Zoning - January 31, 2015



Brown County  
Zoning  
Budget Status Report

2/28/2015

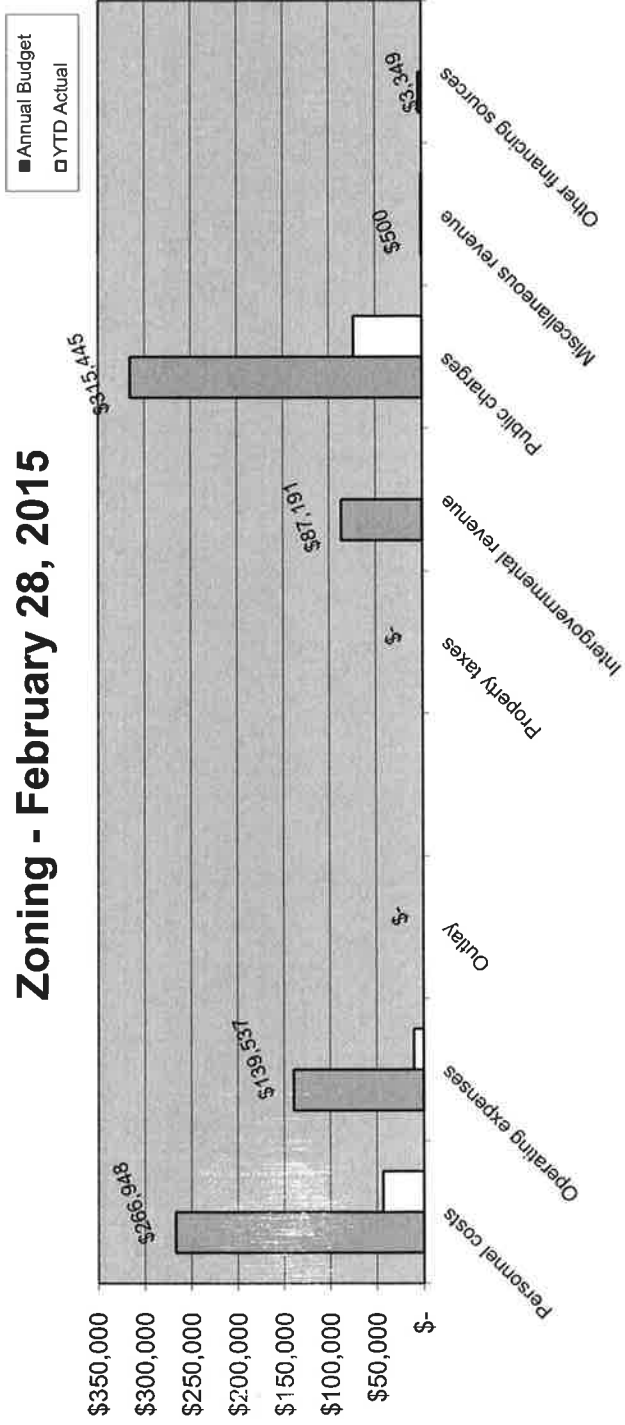
	Annual Budget	YTD Actual	Percentage
Personnel costs	\$ 266,948	\$ 43,485	16.29%
Operating expenses	\$ 139,537	\$ 10,233	7.33%
Outlay	\$ -	\$ -	NA
Property taxes	\$ -	\$ -	N/A
Intergovernmental revenue	\$ 87,191	\$ -	0.00%
Public charges	\$ 315,445	\$ 73,352	23.25%
Miscellaneous revenue	\$ 500	\$ 500	100.00%
Other financing sources	\$ 3,349	\$ -	0.00%

**HIGHLIGHTS:**

Expenditures: All categories are progressing as anticipated.

Revenues: Public charges for P.O.W.T.S. program are progressing as planned.

**Zoning - February 28, 2015**



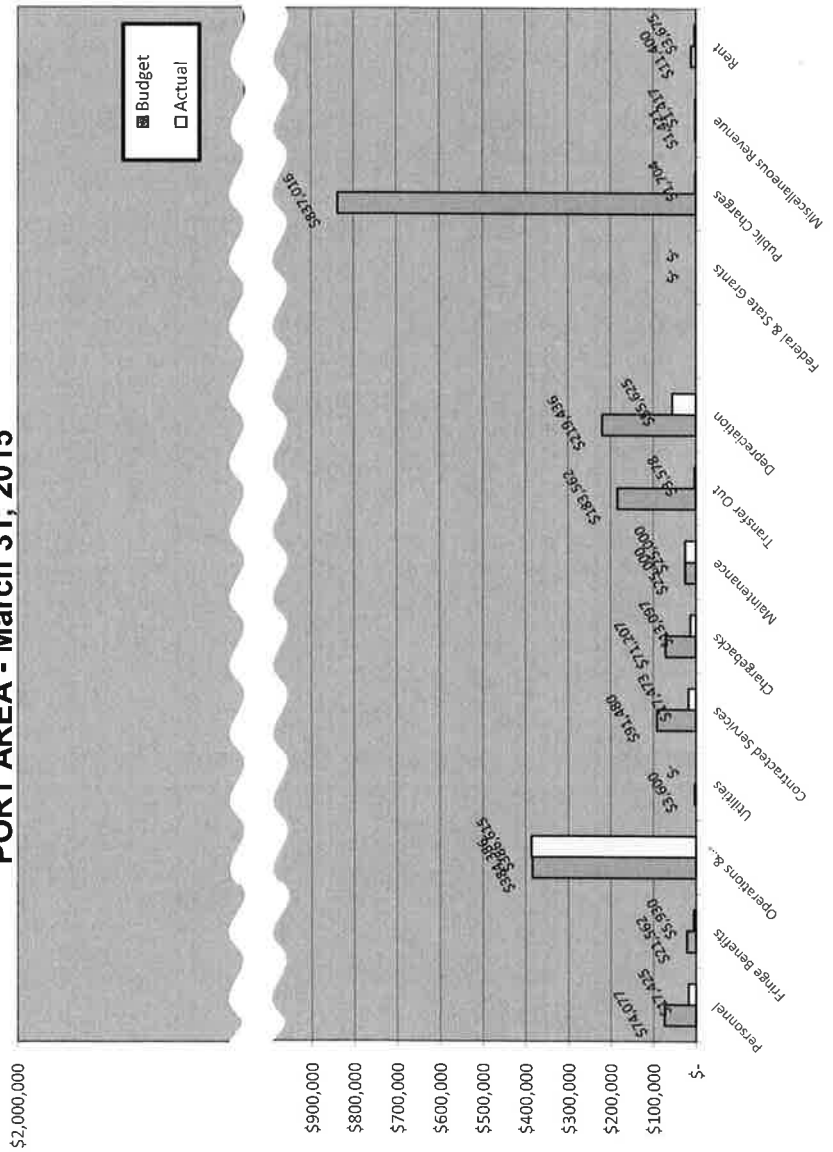
# Brown County Port & Resource Recovery Department Port Area Budget Status Report March 31, 2015

Account Descriptions	Annual		YTD	% of
	Budget	Actual		
<b>Expense</b>				
Personnel	\$ 74,077	\$ 17,425		24%
Fringe Benefits	\$ 21,562	\$ 5,930		28%
Operations & Maintenance	\$ 384,386	\$ 386,615		101%
Utilities	\$ 3,600	\$ -		0%
Contracted Services	\$ 91,480	\$ 17,473		19%
Chargebacks	\$ 71,207	\$ 13,097		18%
Maintenance	\$ 25,000	\$ 25,000		100%
Transfer Out	\$ 183,562	\$ 3,578		2%
Depreciation	\$ 219,436	\$ 55,625		25%
<b>Revenue</b>				
Federal & State Grants	\$ -	\$ -		0%
Public Charges	\$ 837,016	\$ 1,704		0%
Miscellaneous Revenue	\$ 1,421	\$ 1,417		100%
Rent	\$ 11,400	\$ 3,675		32%
Interest	\$ 21,528	\$ 6,491		30%
Transfer In	\$ 304,423	\$ 31,080		10%

**HIGHLIGHTS:**  
Expenses: Operations and Maintenance at budget related to annual winter Bay Port material management work. Other expenses on target

**Revenues:** On target. Corps dredging (Public Charges) work will begin in Summer 2015. All other revenue on target

PORT AREA - March 31, 2015



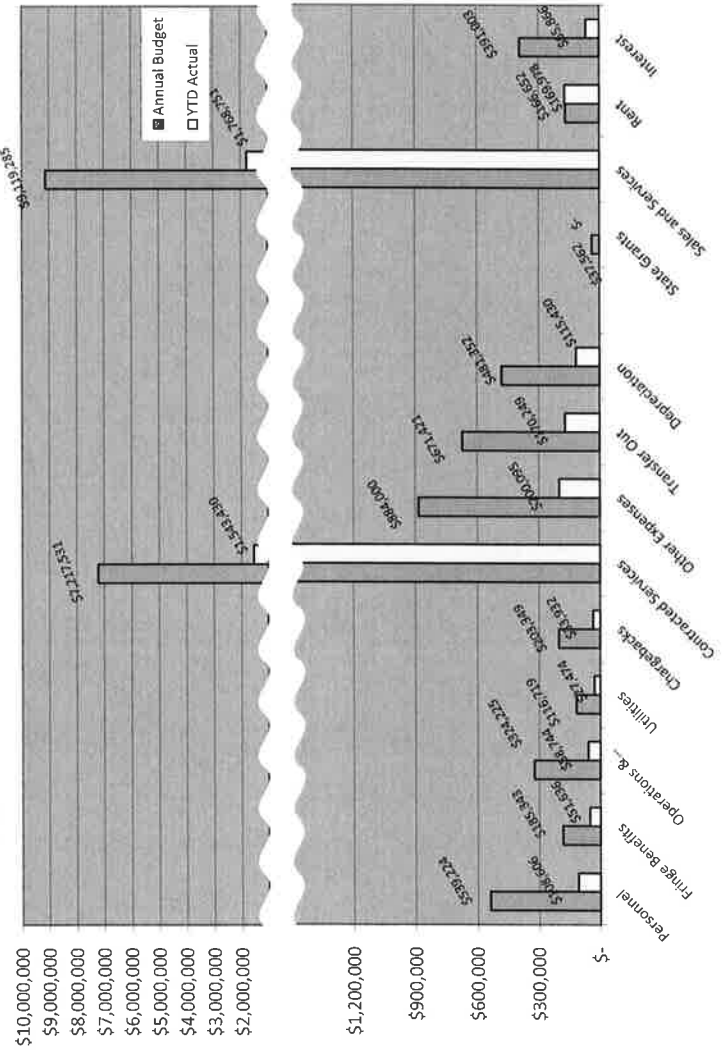
# Brown County Port & Resource Recovery Department Resource Recovery Area Budget Status Report March 31, 2015

Account Descriptions		Annual Budget	YTD Actual	% of Budget
Expenses				
Personnel		\$ 539,224	\$ 108,606	20%
Fringe Benefits		\$ 185,343	\$ 51,636	28%
Operations & Maintenance		\$ 324,225	\$ 58,744	18%
Utilities		\$ 116,719	\$ 27,474	24%
Chargebacks		\$ 203,349	\$ 33,932	17%
Contracted Services		\$ 7,217,531	\$ 1,543,430	21%
Other Expenses		\$ 884,000	\$ 200,095	23%
Transfer Out		\$ 671,421	\$ 170,249	25%
Depreciation		\$ 481,352	\$ 115,430	24%
Revenue				
State Grants		\$ 37,562	\$ -	0%
Sales and Services		\$ 9,119,285	\$ 1,768,751	19%
Rent		\$ 166,652	\$ 169,978	102%
Interest		\$ 391,003	\$ 65,866	17%
Intra-gov. Charges		\$ 471,961	\$ 117,990	25%

<b>HIGHLIGHTS:</b> Expenses: On target	Revenues: Full year rent received in first quarter all other revenue on target
-------------------------------------------	--------------------------------------------------------------------------------

<b>HIGHLIGHTS:</b> Expenses: On target
Revenues: Full year rent received in first quarter all other revenue on target

## RESOURCE RECOVERY AREA -March 31, 2015





# **Port and Resource Recovery Department Director's Report April 27, 2015**

**Recycling Compactor and Building Expansion** – Excavation will commence May 7 project construction will be completed by July 27.

**Harbor Assistance Program Funding** – Extensive efforts to restore the HAP funding is being made primarily by Ports of Wisconsin along with 80 businesses. Legislative meetings have been held and letters written in advance of the Joint Finance Committee meetings beginning April 22.

**Renard Island** - Brown County is still working on a permanent maintenance easement to access the causeway in compliance with Corps requirements. The Corps has requested in writing a timeline for complying with Corps requirements. Brown County will need to respond in writing in the near future. The Corps dismissed Michael, Best and Friedrich, LLC legal opinion on the revocability of a chapter 30 vs. lakebed grant.

**Fox River Fiber Notice of Claim** – Corporation Counsel has received a notice of claim from Fox River Fiber. Alternative Daily Cover (ADC) limits at the Outagamie Landfill are set by WDNR at 12.5% of municipal solid waste. The limit reduced the allowable sludge used as ADC from 70,000 to 50,000/ton/yr. Efforts underway to resolve the outstanding issues.

**2015 Port Symposium** – Will was held April 17, 2015 at the Tiletown Tap Room from 930am to 1:00pm.

## **Open Position From Port and Resource Recovery Department March-15**

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason

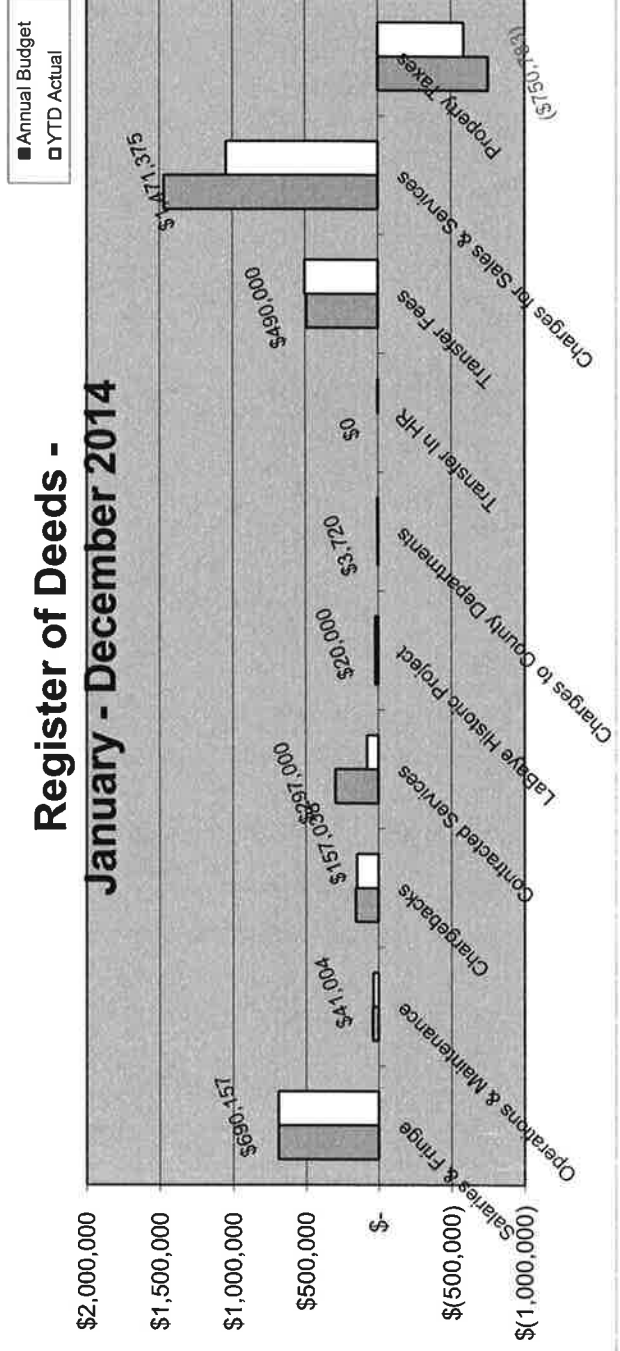
Brown County  
Register of Deeds  
Budget Status Report - Unaudited  
Jan - December 2014

	Annual Budget	YTD Actual
Salaries & Fringe	\$ 690,157	\$ 688,914
Operations & Maintenance	\$ 41,004	\$ 36,563
Chargebacks	\$ 157,038	\$ 147,411
Contracted Services	\$ 297,000	\$ 78,857
LaBaye Historic Project	\$ 20,000	\$ 20,000
Charges to County Departments	\$ 3,720	\$ 6,295
Transfer In HR	\$ 0	\$ 2,123
Transfer Fees	\$ 490,000	\$ 502,037
Charges for Sales & Services	\$ 1,471,375	\$ 1,044,797
Property Taxes	(\$750,783)	(\$583,507)

**HIGHLIGHTS:**

Revenues: Transfer fees exceeded budget by \$12,000.  
Revenue from recording real estate documents lower than anticipated. Expenses: contracted services reduced due to reduction in redaction fees. YTD revenues exceeded expenses by \$583,507 which is \$167,275 less than budget.

**Register of Deeds -  
January - December 2014**



Brown County  
Register of Deeds  
Budget Status Report

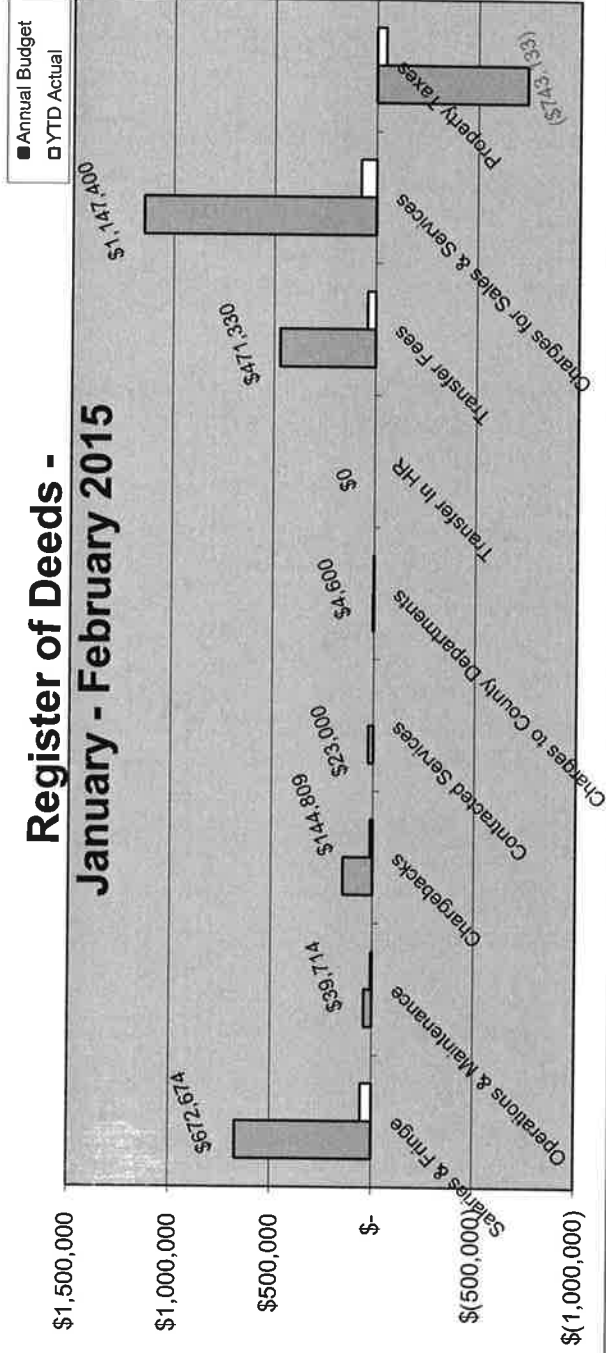
January-February 2015

	Annual Budget	YTD Actual
Salaries & Fringe	\$ 672,674	\$ 52,750
Operations & Maintenance	\$ 39,714	\$ 5,068
Chargebacks	\$ 144,809	\$ 11,069
Contracted Services	\$ 23,000	\$ -
Charges to County Departments	\$ 4,600	\$ 394
Transfer In HR	\$ 0	\$ 0
Transfer Fees	\$ 471,330	\$ 40,036
Charges for Sales & Services	\$ 1,147,400	\$ 74,827
Property Taxes	(\$743,133)	(\$45,582)

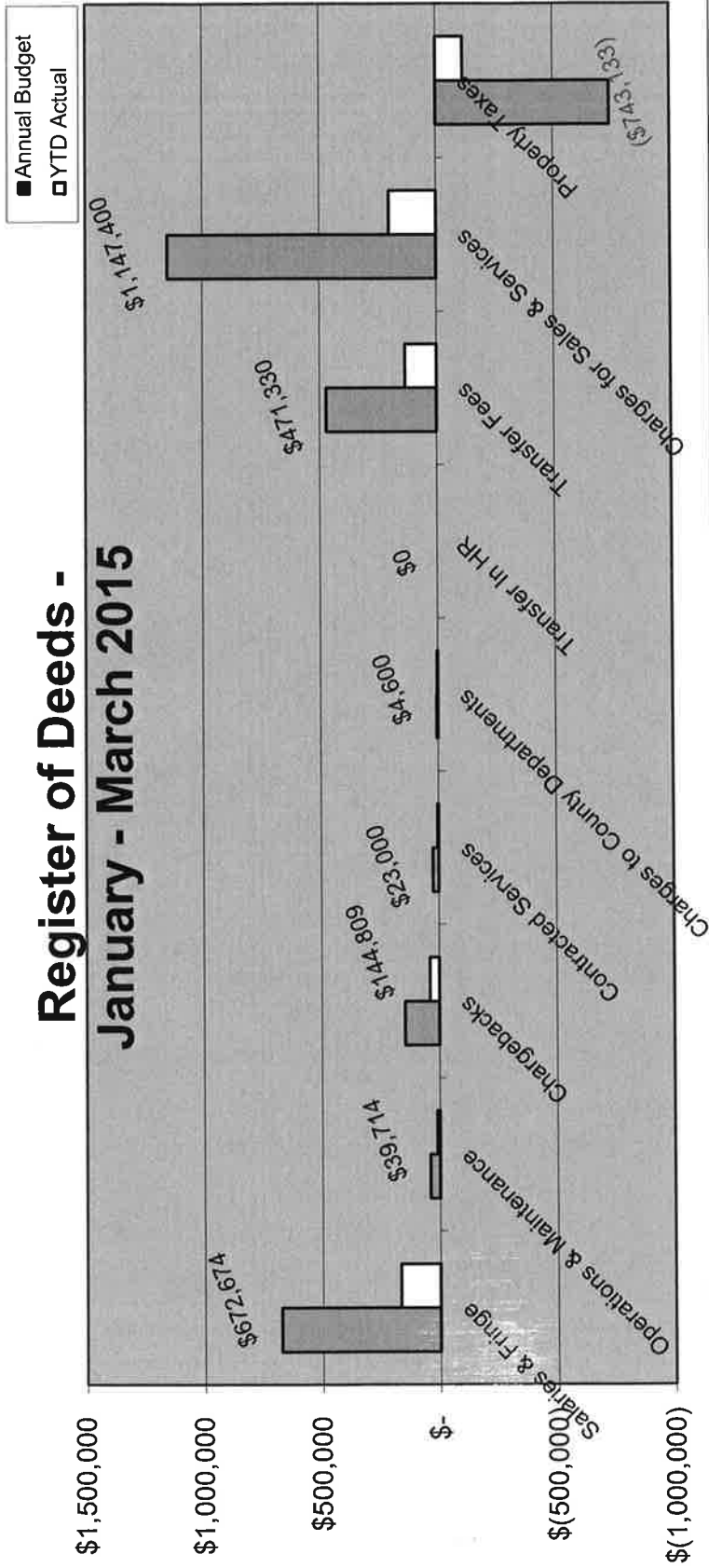
**HIGHLIGHTS:**

Contracted services reduced by \$274,000 and revenues reduced by \$274,000 due to elimination of redaction program.  
Salaries reduced by \$17,483 due to elimination of .5 FTE.

**Register of Deeds -  
January - February 2015**



# Register of Deeds - January - March 2015





## Apr-15

**To: Planning & Development**

**From: Register of Deeds**

[illegible]

Ex: Transfer, Wage, Working Conditions

Cathy Williquette Lindsay CPM  
Register of Deeds  
April 7, 2015

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# Register of Deeds Annual Report

2014

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## I. Summary

In 2012 we projected that we would record 50,000 documents and we actually recorded 53,801 which was nearly 9,000 more than in 2011. The economy seemed to be doing much better with home sales and refinancing on the rise. Then, interest rates started to rise toward the end of the third quarter, refinancing of home loans slowed and our recording volume began a steady decline which continues today. In 2013 we recorded 47,545 documents and that number fell to 34,951 documents in 2014 which is the lowest number we have recorded since 1989!

December 2014 marked the end of the 5-year redaction program and based on revenue shortfalls I requested a refund of any monies in our redaction account with any remaining redaction work to be completed in-house by staff. The amount of the refund was \$117,954 which was applied to the 2014 budget.

## II. Introduction

The Register of Deeds is a totally self-supporting department that operates on program revenue from fees collected from recording real estate documents and the sale of certified copies of records filed in the office. The department fulfills its mission by accomplishing necessary activities in three areas: document reception and real estate, electronic document management and vital statistics.

The recorder maintains and preserves all legal documents affecting title to real property. These records are the legal basis for determining ownership. The degree with which the recorder fulfills his or her responsibilities ultimately forms the legal foundation for the institution of private property. Generally, all of these instruments are recorded either for giving legal public notice of their existence or for safekeeping and future reference.

The mission of the Register of Deeds Office is to maintain a perpetual, comprehensive set of public records consisting of all documents appropriately presented for recording or filing, in accordance with the law, and to provide timely, secure, accurate, archival accessible and cost-effective record systems and services that are delivered in a prompt and courteous manner with the assurance that, where appropriate, privacy will be protected.

New revenue opportunities continue to be explored and in 2014 we launched a new data transfer service taking in an additional \$8,336 in revenue and \$4,171 for a new program that ties document numbers to the county base map.

During 2014, the office collected \$4 million in fees of which \$2.2 million was remitted to the State of Wisconsin for various programs and \$1.8 million retained in Brown County. The total cost to operate the office in 2014 was \$971,745 which is \$142,171 less than it cost to operate the office the previous year. A total of \$275,680 was transferred to the County LIO Fund leaving a net gain of \$581,469 to offset property taxes, \$146,032 less than in 2013.

Unfortunately, due to the significant decline in real estate document recordings the office had a budgetary shortfall of \$167,290. It is anticipated real estate recordings will increase in 2015 to normal levels.



### III. 5-Year Strategic Plan

#### 2012-2016

The Register of Deeds Office today is certainly not what it was when I started in 1979. Fortunately we have been very progressive and receptive to new technology. Today we have fewer employees processing more work in a more expeditious manner.

Key goals and objectives:

Maintain long-term capacity to process in excess of 50,000 real estate documents and issuance of 39,000 certified copies of vital records without adding staff

Maintain optimal document posting date of two business days or less

Conduct ongoing technology evaluations to maximize work flow and delivery of services

Evaluate and pursue when beneficial, possible new sources of revenue for sales of products and services

Continue to inform public of changes in policies, procedures and/or law changes through timely communications

Continue to review and update office policies and procedures to reflect new programs or administrative and/or statutory changes

Actively pursue succession planning to ensure that employees are developed to fill each needed role

Explore cross training of staff in real estate with vital records

### IV. Performance Measurement

The Register of Deeds Office has been fully evaluated with integrity and evaluations for all employees were completed and turned into HR in 2014.

- A common theme from employees during the evaluation process was a desire for cross training and appreciation for open and timely communication from the register of deeds. Knowing the register of deeds and both deputies anticipate retirement in the next 1-3 years several employees have expressed a strong interest to move into supervisory positions. I have met with both deputies and spoke very candidly about the need to make sure we have a smooth transition when each of us leaves office. Both deputies have been given the directive to capture their primary duties and procedures and when done will be used to create a policies & procedures manual for each of their positions. Submitted an alternative performance based bonus incentive evaluation form to Administration for review and approval. Met with staff to receive their input and approval and will be using the new format in 2015.
- 1% Performance Pay Strategy – The evaluation scale is based upon a 1 through 5 rating. We have defined what is unsatisfactory, what is satisfactory and what exceeds standards. We expect the Evaluator to determine the level of performance based upon their observations and interactions with the staff they are rating. As an example, if someone is above satisfactory, but yet doesn't quite exceed standards, they would rate a 4 which is highly effective. Staff not meeting standards will be placed on a performance improvement plan by the Evaluator. The plan will be coordinated with the Supervisor and approved by the Register

of Deeds. Staff may not receive performance raises until they satisfactorily complete the performance improvement plan.

## V. LEAN Updates

"Streamlining the Vital Records Process" – held in 2013 the remaining action items were accomplished with the office renovation and reconfiguration in 2014.

Overall Thoughts: Allowing employees to participate in a Kaizen event allows them to feel empowered and valued.

To date: Out of the current staff of 10, 5 have participated in a LEAN event and all have come back with a positive experience and praise for Brown County's LEAN initiative.

A 6S event was held in conjunction with the office remodel to increase available existing square footage in the office and remove and organize office supplies and storage space. Removed and recycled or repurposed office furniture and equipment no longer needed due to staff reductions and back-scanning of records and microfilm. Improved overall office layout to enhance customer service and boost employee morale.

2015 – 6S basement storage area.

## VI. 2015 Goals & Status of 2014 Goals

### 2015 Goals

Record 50,000 real estate records and issue 41,000 copies of vital records.

Work with State Vital Records to automate the registration of marriage records in an online web-based system.

Complete CSM map enhancement project.

Back-scan and image 20,000 Birth and Marriage records.

Upgrade Laredo, AVID and Monarch.

Install and launch property fraud alert component of document management system.

Seek information on Honor Rewards Program for area veterans.

Transfer remaining images in redaction queue to office and complete indexing and redaction of those images in-house.

### 2014 Goals

Record 55,000 real estate documents and issue 42,000 certified copies of vital records.

Back-scan and image 30,000 Birth and Marriage records

Complete CSM map enhancement project which involves enhancing map number on original map, rescan map and adjust volume and page numbers if necessary on approximately 1,000 maps.

Complete import, redaction and indexing of real estate document project.

Recycle microfiche stands.

Reconfigure reception counter and reception area of office to improve customer access.

Participate in Technology Services Change Management Pilot Project

## 2014 Goals – Actual

Recorded 34,951 real estate documents which is 20,049 fewer than projected. Issued 39,548 certified copies of vital records which is 2,452 less than projected.

Back-scan and image 16,197 Birth and Marriage records which is 13,803 less than projected.

CSM map enhancement project is 75% completed. Project was put on hold to focus on redaction project.

All microfiche stands were removed and recycled.

Office was reconfigured, including reception counter and vital records area, resulting in improved customer service and enhanced security of Military Discharge records.

Technology Services Change Management Pilot Project was not initiated by TS. Did agree to serve on the newly formed Technology Services Steering Committee.

## VII. Overall Accomplishments

### OFFICE

Completed review and update of office policies and procedures necessary to adequately capture and preserve historical knowledge and insure uniform and consistency of procedures and practices. Completed the review and update of job duties specific to Deputy Clerk position to assist with a smooth transition when current Deputy Clerk retires in April 2015.

Published and distributed three newsletters to professional users.

Oversaw and monitored activity of LaBaye Project to insure deliverables and deadlines were met.

### LEAN STEERING COMMITTEE

Successfully hosted a LEAN Training Event showcasing Brown County's LEAN Journey on March 11, 2014 attended by 59 individuals representing municipal and county governments statewide.

Update and maintain LEAN project results chart, and "Sharing our Story" chart.

Presented summary of Brown County LEAN Journey to Dodge County department heads May 16, 2014. Met with representatives of NEW Water to provide details on the success of our LEAN program.

Prepared Power Point presentations and commendation awards for all LEAN events held in 2014. Updated LEAN webpage accordingly.

## VIII.

## REGISTER OF DEEDS ANNUAL REPORT 2014

REAL ESTATE TRANSFER FEES	
TOTAL TRANSFER FEES COLLECTED	\$2,498,249
STATE SHARE	\$1,998,599
STATE SHARE MINUS ADJUSTMENTS	\$1,996,212
COUNTY SHARE	\$499,650
DOR ADJUSTMENTS	\$2,387
ADJUSTED COUNTY SHARE	\$502,037
COPY/MISC FEES	
TOTAL COPY FEES COLLECTED	\$515,690
STATE SHARE/CERTIFIED COPIES	\$168,678
CD ROM	\$6,000
LAREDO ON-LINE ACCESS	\$105,338
MONARCH FEES	\$17,661
TAPESTRY FEES	\$4,171
REAL ESTATE COPIES, REPORTS, MISC RECORDS	\$61,722
ABSTRACT BOOKS ADD-ON TO LAREDO	\$0
CERTIFIED COPIES / Vital Records	\$152,100
OVERAGES	\$20
TOTAL COUNTY SHARE	\$347,012
REAL ESTATE RECORDING FEES	
TOTAL REAL ESTATE FEES COLLECTED	\$ 1,048,765
STATE SHARE/LAND RECORDS FUND	\$68,920
COUNTY SHARE/LAND RECORDS FUND	\$206,760
COUNTY SHARE/PUBLIC ACCESS FUND	\$68,920
COUNTY SHARE / REDACTION FUND	\$174,540
COUNTY SHARE (BALANCE)	\$529,625
TOTAL COUNTY SHARE	\$979,845
TOTAL FEES	
GRAND TOTAL FEES COLLECTED	\$4,062,704
(LESS) STATE SHARE	\$2,233,810
TOTAL ADJUSTED REVENUE	\$1,828,894
TOTAL EXPENDITURES	\$971,745
GRAND TOTAL RETAINED FOR BROWN COUNTY*	\$857,149
*TO COUNTY LAND RECORDS/PUBLIC ACCESS FUND (LIO FUND)	\$275,680
*SURPLUS TO COUNTY GENERAL FUND	\$581,469



# REGISTER OF DEEDS STATISTICS

## 2014 REPORT

VITAL RECORDS FILED OR RECORDED WITHOUT FEES	2013	2014	VITAL RECORDS ISSUED FOR FEES	2013	2014
BIRTH CERTIFICATES	4,497	4,609	BIRTH CERTIFICATES	11,799	11,561
DEATH CERTIFICATES	2,427	2,188	DEATH CERTIFICATES	23,864	22,571
MARRIAGE CERTIFICATES	1,605	1,688	MARRIAGE CERTIFICATES	5,446	5,394
DOMESTIC PARTNERSHIPS	17	12	DOMESTIC PARTNERSHIPS	30	22
MILITARY DISCHARGES	151	158			
REPLACEMENT COPIES	99	55			
<b>TOTAL</b>	<b>8,796</b>	<b>8,710</b>	<b>TOTAL</b>	<b>41,139</b>	<b>39,548</b>
BACKSCANNED BIRTHS	8	5,172			
BACKSCANNED MARRIAGES	30,626	11,025			
REAL ESTATE RETURNS	7,045	7,023			
<b>REAL ESTATE DOCUMENTS FILED OR RECORDED FOR FEES</b>			<b>REAL ESTATE &amp; MISC RECORDS ISSUED FOR FEES</b>		
REAL ESTATE - MANUAL	31,581	23,536	REAL ESTATE COPIES / pages	202,081	177,650
REAL ESTATE - ELECTRONIC	15,964	11,415	UNSUCCESSFUL SEARCHES	15	7
			CD ROM	13	12
<b>TOTAL</b>	<b>47,545</b>	<b>34,951</b>	<b>TOTAL</b>	<b>202,109</b>	<b>177,669</b>
<b>GRAND TOTAL FILED/RECORDED/ REVIEWED/BACKSCANNED</b>	<b>94,020</b>	<b>66,881</b>	<b>GRAND TOTAL SOLD</b>	<b>243,248</b>	<b>217,217</b>

**Brown County  
Airport  
Budget Status Report  
March-15**

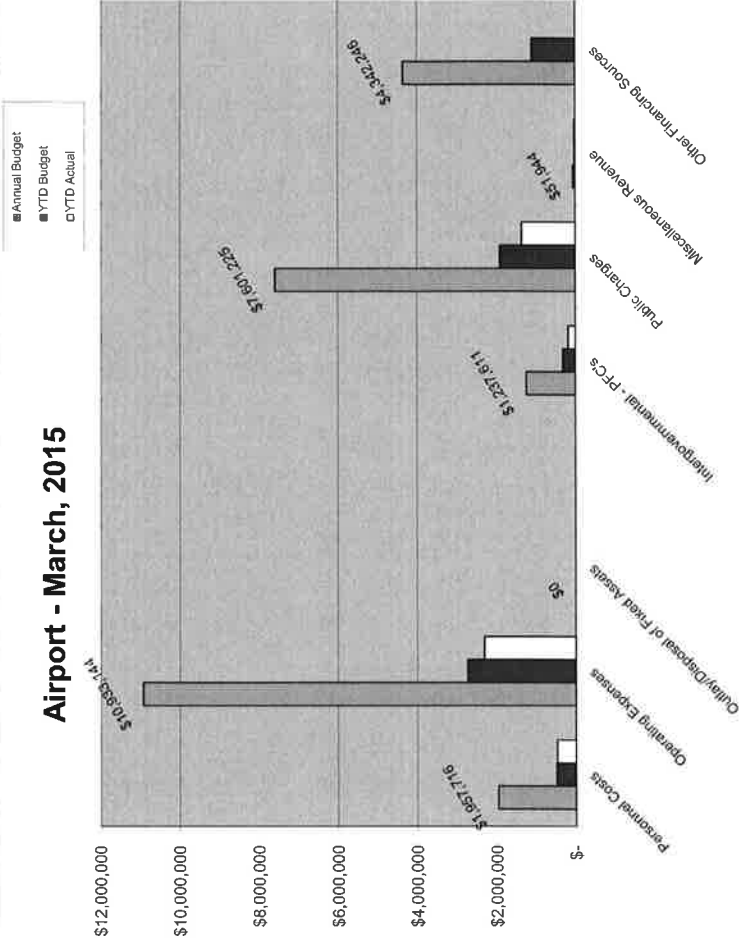
	Annual Budget	YTD Budget	YTD Actual
Personnel Costs	\$1,957,716	\$489,429	\$466,840
Operating Expenses	\$10,833,144	\$2,733,286	\$2,304,966
Outlay/Disposal of Fixed Assets	\$0	\$0	\$0
Intergovernmental - PFC's	\$1,237,611	\$309,403	\$172,456
Public Charges	\$7,601,225	\$1,900,306	\$1,345,580
Miscellaneous Revenue	\$51,944	\$12,966	\$22,155
Other Financing Sources	\$4,342,246	\$1,085,562	\$0

**HIGHLIGHTS**  
Expenses for the first quarter of 2015 are several percentage points under budget, through March.

Revenue lags a bit during the year, but should be right on budget by year-end. Additionally, Public Charges are behind due to ongoing airline lease negotiations, which are nearing a conclusion.

Thru Mar	Pax On	% (+/-)
2015	69,588	+5.3%
2014	66,107	

**Airport - March, 2015**



# Departmental Openings Summary

To: PD&T Committee

From: Airport

4/27/2015

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
Assistant Airport Director	1/31/2015	Resignation	Hold	Working with HR on revised job description
Buildings & Grounds Maintenance Worker	12/27/2014	Resignation	Hold	Working with HR on revised table of organization

## **BROWN COUNTY PUBLIC WORKS DEPARTMENT**

Management Discussion and Analysis of Operations

Period Ended 3/31/2015

### **Summary of the Operations for Public Works**

The Public Works Department is performing better than anticipated with positive variances in most areas.

### **HIGHWAY DIVISION:**

#### **General:**

The Highway Division is showing a net year-to-date positive variance of \$419,615 between the 660 & 240 Funds.

#### **660 - Highway Operational Fund:**

As of month-end March 2015:

- The Operational Fund is showing a positive year-to-date variance of \$317,352.
- Intergovernmental Revenue has a positive year-to-date variance of \$638,531. This positive year-to-date variance is primarily due to the winter activities in the first quarter.
- Miscellaneous Revenues has a negative year-to-date variance of \$470,120. This is primarily due to the Capital Projects having little activity in the first quarter.
- Operating Expenses are slightly higher than budgeted due to completing some building maintenance projects early in the first quarter that is evenly spread in the budget.

#### **240 - County Maintenance & Bridge Aid Fund:**

As of month-end March 2015, the County Maintenance and Bridge Aid Fund has a positive year-to-date variance of \$102,263. This is primarily attributed to the County Trunk Highway Maintenance expenses having a year-to-date positive variance of \$215,734 and countered by the high amount of Bridge Aid expenses turned in for March (\$177,624).

#### **400s - Capital Projects:**

For the Highway's Capital Project Funds, we anticipate a fund increase of \$490,071, which is primarily attributable to the savings from the projects completed in 2014. Public Works intends to apply \$194K of the savings to future projects to lessen future levy and bonding requirements. \$286K of savings is earmarked in the 2015 budget to transfer to Debt Service to assist in bond payments, lowering their levy required to do so.

Attached are the March 2015 Budget-to-Actual comparisons for the Highway Division of Public Works. Also, please find the Financial Summary for Road Maintenance through March 31, 2015.



**BROWN COUNTY PUBLIC WORKS DEPARTMENT**  
**HIGHWAY FINANCIAL SUMMARY**  
 Month Ending March 31, 2015

**660 Highway Operating Fund**

	Mar 2015 Budget	Mar 2015 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	301,109.59	460,238	159,129	873,218	1,511,749	638,531	3,863,500	1,511,749	41%
Public Charges	3,287.67	1,016	(2,271)	9,534	3,456	(6,078)	40,000	3,456	9%
Miscellaneous Revenue	817,693	625,937	(191,756)	2,951,091	2,480,971	(470,120)	20,045,808	2,480,971	12%
Other Financing Sources-Trans	-	-	-	-	-	-	-	-	#DIV/0!
<b>Total Revenues</b>	<b>1,122,090</b>	<b>1,087,192</b>	<b>(34,898)</b>	<b>3,833,843</b>	<b>3,996,177</b>	<b>162,334</b>	<b>23,749,308</b>	<b>3,996,177</b>	<b>17%</b>
Personnel Cost	619,882	531,354	(88,528)	1,859,646	1,895,219	35,573	7,438,579	1,895,219	25%
Operating Expenses	646,196	654,682	8,485	2,332,152	2,138,496	(193,656)	15,841,557	2,138,496	13%
Interdepartmental Charges	36,471	34,924	(1,547)	109,413	112,479	3,066	437,657	112,479	26%
Other Financing Uses-Trans	-	-	-	-	-	-	-	-	0%
<b>Total Expenses</b>	<b>1,302,549</b>	<b>1,220,961</b>	<b>(81,589)</b>	<b>4,301,211</b>	<b>4,146,193</b>	<b>(155,018)</b>	<b>23,717,793</b>	<b>4,146,193</b>	<b>17%</b>
Property Taxes	-	-	-	-	-	-	-	-	0%
Increase (Use) of Fund Balance	(180,459)	(133,769)	46,691	(467,368)	(150,016)	317,352	31,515	(150,016)	

**240 County Mail & Bridge Aid Fund**

	Mar 2015 Budget	Mar 2015 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue	-	-	-	1,185,214	1,188,326	3,112	4,299,354	1,188,326	28%
Property Taxes	11,250	11,250	-	33,750	22,500	(11,250)	135,000	22,500	17%
<b>Total Revenues</b>	<b>11,250</b>	<b>11,250</b>	<b>-</b>	<b>1,218,964</b>	<b>1,210,826</b>	<b>(8,138)</b>	<b>4,434,354</b>	<b>1,210,826</b>	<b>27%</b>
CTH Maintenance	292,433	299,139	6,706	1,375,313	1,159,579	(215,734)	4,145,196	1,159,579	28%
Bridge Aid & Hwy Construction	24,097	170,248	146,151	72,291	177,624	105,333	289,158	177,624	61%
Transfer Out	-	-	-	-	-	-	-	-	#DIV/0!
<b>Total Expenses</b>	<b>316,530</b>	<b>469,388</b>	<b>152,858</b>	<b>1,447,604</b>	<b>1,337,203</b>	<b>(110,401)</b>	<b>4,434,354</b>	<b>1,337,203</b>	<b>30%</b>
Increase (Use) of Fund Balance	(305,280)	(458,138)	(152,858)	(228,640)	(126,377)	102,263	-	(126,377)	

**400s--Capital Projects**

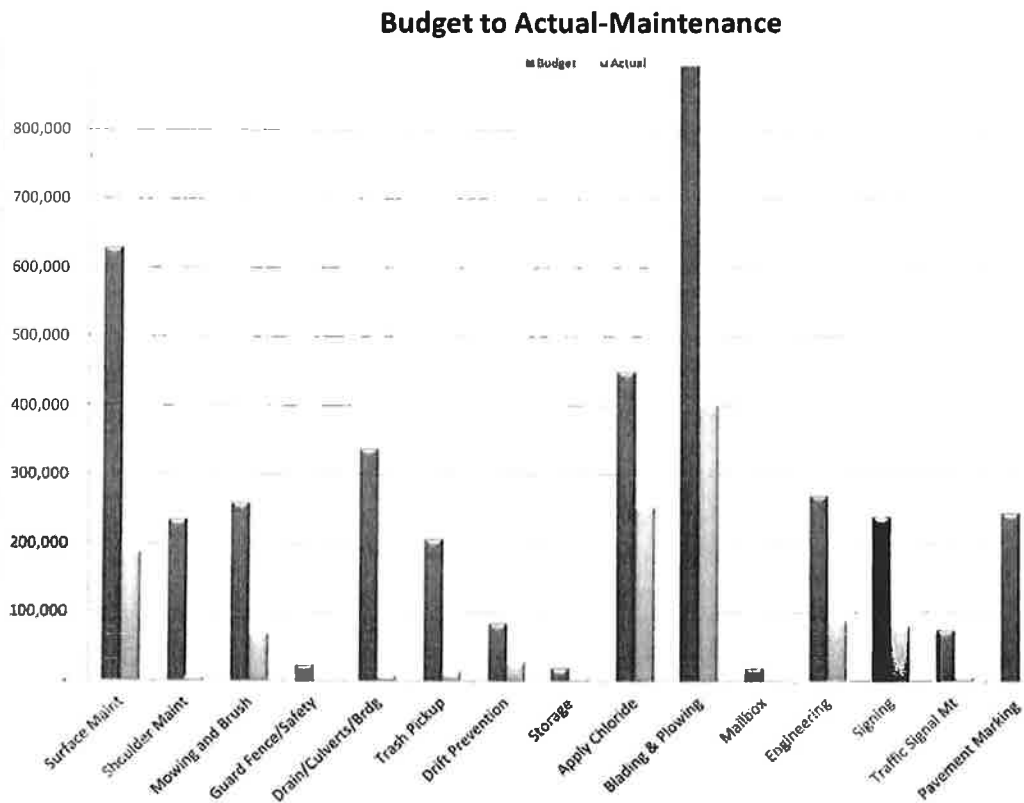
Est CAP PROJ FUND BALANCE 3/31/15	10,613,198.67
Add Interest Income	2,645.98
Less Projects est costs yet	(10,123,127.51)
Less Payments To Debt Service	-
<b>Estimated Fund Increase</b>	<b>490,071.16</b>

**Main Contributors (Est Fund Increase)**

Main Contributors (Est Fund Increase)			Notes:
EA-8	81,890.75	Bond	Txfr Out to Debt Service 2015 Budget To Lesson Levy Required for Interest Paymentsin Debt Serv
EB-28	20,113.05	Levy	Txfr Out to Debt Service 2015 Budget To Lesson Levy Required for Interest Paymentsin Debt Serv
H-30	28,503.20	Bond	Txfr Out to Debt Service 2015 Budget To Lesson Levy Required for Interest Paymentsin Debt Serv
N-15	155,552.89	Bond	Txfr Out to Debt Service 2015 Budget To Lesson Levy Required for Interest Paymentsin Debt Serv
P-21	171,790.01	Bond & Levy	Save for Future P project
VK-4	22,424.94	Levy	Save for Future Projects or Transfer Out to Debt Service Lesson Their Levy Required
Total		480,275	98%

**BROWN COUNTY PUBLIC WORKS  
ROAD MAINTENANCE BUDGET TO ACTUAL-FUND 240  
AS OF 3/31/15**

	Budget	Actual	Remaining	Percentage Used
Surface Maint	630,000	187,051	442,949	29.69%
Shoulder Maint	236,000	6,858	229,142	2.91%
Mowing and Brush	260,000	68,969	191,031	26.53%
Guard Fence/Safety	25,000	401	24,599	1.60%
Drain/Culverts/Brdg	338,000	10,092	327,908	2.99%
Trash Pickup	207,000	15,020	191,980	7.26%
Drift Prevention	85,000	29,526	55,474	34.74%
Storage	20,000	5,000	15,000	25.00%
Apply Chloride	450,000	253,616	196,384	56.36%
Blading & Plowing	1,044,039	403,135	640,904	38.61%
Mailbox	20,000	1,824	18,176	9.12%
Engineering	270,500	89,123	181,377	32.95%
Signing	239,657	81,460	158,197	33.99%
Traffic Signal Mt	75,000	7,466	67,534	9.95%
Pavement Marking	245,000	39	244,961	0.02%
<b>Total</b>	<b>4,145,196</b>	<b>1,159,579</b>	<b>2,985,617</b>	<b>27.97%</b>



**FACILITY MANAGEMENT DIVISION:**

As of March, we are showing a year to date (YTD) positive variance of \$146,457.

Although there are variances when comparing actual to budget for certain accounts, there is nothing significant to note at this time.

Attached are the Budget-to-Actual comparisons through March 31, 2015, for the Facilities Division of Public Works.

**BROWN COUNTY PUBLIC WORKS DEPARTMENT  
FACILITIES FINANCIAL SUMMARY-FUND 100  
Month Ending March 31, 2015**

	Mar 2015 Budget	Mar 2015 Actual	Variance	YTD Budget	YTD Actual	YTD Variance	Annual Budget	YTD Actual	Percentage
Intergovernmental Revenue									
Public Charges	1,250	1,250	-	3,750	3,750	-	15,000	3,750	25%
Miscellaneous Revenue	162	168	6	486	594	108	1,942	594	31%
Other Financing Sources-Trans	156,499	143,562	(12,937)	469,496	464,156	(5,340)	1,877,985	464,156	25%
Total Revenues	70,000	70,000	-	70,000	70,000	70,000	70,000	70,000	0%
	227,911	214,980	(12,931)	473,732	538,500	64,768	1,964,927	538,500	27%
Personnel Cost	211,890	184,282	(27,608)	635,671	611,724	(23,947)	2,542,683	611,724	24%
Operating Expenses	149,363	111,436	(37,927)	448,089	409,089	(39,000)	1,792,356	409,089	23%
Interdepartmental Charges	7,909	14,384	6,475	23,726	33,180	9,454	94,905	33,180	35%
Outlay	-	2,460	2,460	34,175	5,978	(28,197)	136,700	5,978	0%
Other Financing Uses-Trans	-	-	-	-	-	-	-	-	0%
Total Expenditures	369,162	312,562	(56,600)	1,141,661	1,059,972	(81,689)	4,566,644	1,059,972	23%
Property Taxes	216,810	216,810	(0)	650,429	650,429	0	2,601,717	650,429	25%
Increase (Use) of Fund Balance	75,559	119,228	43,669	(17,500)	128,957	146,457	-	128,957	

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**BROWN COUNTY  
PUBLIC WORKS DEPARTMENT  
Director's Report**

Below are certain significant items I wish to report on for the Public Works Department as of 3/31/2015:

**TWELVE-HOUR DAYS.**

Highway Division. Highway incurred 371.5 hours of overtime in March 2015. Substantially, all overtime was related to winter work. The amounts in excess of 12 hours per day are attached hereto.

Facility Management Division. There were two (2) employees that worked several 12+ hour shifts in March 2015 (see attached).

**STAFFING REPORT.**

See Attached Table.

**Public Works - Highway Division**  
**12-Hour Work Days**  
**3/1/15 - 3/31/15**

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
3/25/2015	Allen, Chris	state plow (11) county surface (1.75)	12.75
3/25/2015	Baugnet, Jason	state plow (6) county plow (6.5)	12.5
3/3/2015	Charles, Bradley	state plow	12
3/25/2015	Charles, Bradley	state plow	12.75
3/3/2015	Cisler, Mike	state plow (10) Scott plow (3)	13
3/25/2015	Cisler, Mike	state plow	12.5
3/25/2015	Dixon, Darrell	county plow (10) county surface (2.25)	12.25
3/25/2015	Doucha, Dean	county plow	12.5
3/25/2015	Drewiske, Jerry	county plow & salt	12.25
3/25/2015	Giese, Jon	county plow (9.25) remodel (3)	12.25
3/25/2015	Gussert, Tim	county plow (8) surface (2) Wrightstown plow (2)	12
3/3/2015	Ignatowski, Paul	state plow	16
3/10/2015	Ignatowski, Paul	state plow (3) state repair (3) state litter (2), Holland drainage (1), county drainage (3.5)	12.5
3/25/2015	Ignatowski, Paul	state plow (11.25) county plow (1)	12.25
3/3/2015	Karbon, Dan	Eaton plow (2) county plow (10.5)	12.5
3/9/2015	Karbon, Dan	Steamer: Scott (2) state (3) county (7)	12
3/10/2015	Karbon, Dan	Steamer: Scott (2) Bellevue (3) Holland (1) county (6)	12
3/25/2015	Karbon, Dan	county plow (10.25) surface (1) Eaton plow (1)	12.25
3/25/2015	Kielpikowski, Dennis	county plow (9.25) surface (3)	12.25
3/25/2015	Kilgore, Shawn	state plow (6) county plow (5) shop (1)	12
3/3/2015	Kollross, Cory	state plow (12) county plow (1)	13
3/25/2015	Kollross, Cory	state plow	12.5
3/3/2015	LeGrave, Steve	Green Bay plow	12
3/25/2015	Linskens, Joe	state plow	12.5
3/25/2015	Liss, Tim	county plow (9) remodel (3)	12
3/3/2015	Little, Bob	state plow	12
3/25/2015	Little, Bob	state plow	13
3/25/2015	Manson, Shane	state plow	12.5
3/25/2015	Margitan, Jim	state plow	12.25
3/25/2015	Mohr, Brian	shop	12
3/3/2015	Noe, Terry	county plow	12
3/25/2015	Noe, Terry	county plow	12
3/10/2015	Oettinger, Tim	state sign (3) county sign (5) emergency call ins (4)	12
3/3/2015	Peot, Tracy	county plow (10) state salt (1) state accident (1)	12
3/25/2015	Peot, Tracy	county salt	13
3/3/2015	Reedy, Jason	state plow	14
3/25/2015	Sausen, Ji,	county plow (11) Rockland (1)	12
3/3/2015	Sequin, Scott	county plow	12
3/25/2015	Sequin, Scott	county plow (10.5) surface (2)	12.5
3/25/2015	Smits, Mike	county plow (10) surface (2)	12
3/3/2015	Sperberg, Mark	county plow	12.25
3/25/2015	Sperberg, Mark	county plow (9.25) surface (2) mailbox (1)	12.25
3/3/2015	Sticka, John	county plow	13

12-Hour Shifts - 3/1/15 - 3/31/15

Page 2

DATE	EMPLOYEE	OPERATION PREFORMED	HOURS WORKED
3/25/2015	Sticka, John	county plow	12.25
3/25/2015	Thibodeau, Larry	state plow (10) state patch (2.5)	12.5
3/3/2015	VandeHei, Jamie	state plow	14
3/25/2015	VandenElzen, Ken	statse plow (10) county plow (3)	13
3/3/2015	VandenPlas, Todd	state plow	16
3/19/2015	VandenPlas, Todd	state plow	12
3/3/2015	Williams, Tim	state plow	12.5
3/25/2015	Williams, Tim	state plow	12.25

**PUBLIC WORKS  
FACILITY MANAGEMENT DIVISION  
12-HOUR WORK DAYS  
3/1/15 thru 3/31/15**

DATE	EMPLOYEE	OPERATION PERFORMED	# HOURS WORKED
3/9/15	John Price	Housekeeping; short-staffed	12.0
3/12/15	John Price	Housekeeping; short-staffed	12.0
3/16/15	John Price	Housekeeping; short-staffed	12.0
3/23/15	John Price	Housekeeping; short-staffed	12.0
3/26/15	Pat Smits	Filled in for Mike Lemens who was training a new Facility Worker	12.5

# **BROWN COUNTY PUBLIC WORKS STAFFING SUMMARY**

AS OF 3/31/15

## **HIGHWAY DIVISION:**

<b>Position</b>	<b>Vacancy Date</b>	<b>Reason for Leaving</b>	<b>Fill or Hold</b>	<b>Filled Date</b>	<b>Unfilled Reason</b>
Chief Mechanic	1/1/15	Transfer: Beaupre	Fill: Todd Curl	3/17/15	N/A
Highway Crew	1/27/15	Termed: Loritz	Fill: Eligibility List	In Process	N/A
1 <sup>st</sup> Mechanic	3/17/15	Transfer: Curl	Fill: Open	In Process	N/A
Highway Crew	3/18/15	Termed: White	Fill: Eligibility List	In Process	N/A

	<b>Budgeted FTE's</b>	<b>Actual #FTE's</b>
Mgmt / Office	11.45	11.45
Electrician	1.0	1.0
Engineering	6.0	6.0
Mechanics / Shop	11.0	10.0
Laborers	70.0	68.0
Summer Help	4.0	0
<b>TOTAL</b>	<b>103.45</b>	<b>96.45</b>

## **FACILITY MANAGEMENT DIVISION:**

<b>Position</b>	<b>Vacancy Date</b>	<b>Reason for Leaving</b>	<b>Fill or Hold</b>	<b>Filled Date</b>	<b>Unfilled Reason</b>
Housekeeper (0.5)	1/23/15	Resigned: Brasure	Fill: Open	In Process	N/A
Facility Worker (0.5)	2/2/15	Transfer: Hermes	Fill: Mark Harrill	3/11/15	N/A
Facility Mechanic	2/5/15	Retired: Roskams	Fill: Open	In Process	N/A

	<b>Budgeted FTE's</b>	<b>Actual #FTE's</b>
Mgmt / Office	5.55	5.55
Facility Technicians	2.0	2.0
Facility Mechanics	7.0	6.0
Facility Workers	9.0	9.0
Housekeeping	18.5	18.0
Electrician	1.0	1.0
Summer Help	0.46	0
<b>TOTAL</b>	<b>43.51</b>	<b>41.55</b>